

**CITY OF JENNINGS, LOUISIANA**

**Annual Financial Statements**

**As of and for the Year Ended June 30, 2019**



# CITY OF JENNINGS, LOUISIANA

## Annual Financial Statements As of and for the Year Ended June 30, 2019 With Supplemental Information Schedules

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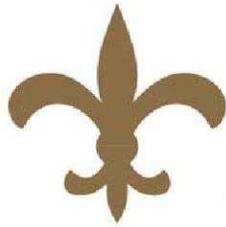
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# CITY OF JENNINGS, LOUISIANA

Annual Financial Statements  
As of and for the Year Ended June 30, 2019  
With Supplemental Information Schedules

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# J. Aaron Cooper, CPA, LLC

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*Member of the American Institute of Certified Public Accountants and the Society of Louisiana Certified Public Accountants.  
Recipient of Advanced Single Audit Certificate*

## INDEPENDENT AUDITOR'S REPORT

The Mayor and Members  
of the City Council  
City of Jennings, Louisiana

### **Report on Financial Statements**

I have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Jennings, Louisiana (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements of the City's primary government as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

**Basis for Adverse Opinion on Aggregate Discretely Presented Component Units**

The financial statements referred to above do not include financial data for the City's legally separate component units. Accounting principles generally accepted in the United States of America require financial data for those component units to be reported with the financial data of the City's primary government unless the City also issues financial statements for the financial reporting entity that include the financial data for its component units. The City has not issued such reporting entity financial statements. The amount by which this departure would affect the assets, liabilities, net position, revenues and expenses of the omitted discretely presented component units has not been determined.

**Adverse Opinion on Aggregate Discretely Presented Component Units**

In my opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on Aggregate Discretely Presented Component Units" paragraph, the financial statements referred to above do not present fairly the financial position of the aggregate discretely presented component units of the City of Jennings, Louisiana, as of June 30, 2019, or the changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Unmodified Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information for the primary government of the City of Jennings, Louisiana as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that budgetary comparison information, employer's share of net pension liability and employer contributions (page 72 - 82) 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. My opinion on the basic financial statements is not affected by this missing information.

*Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual nonmajor fund financial statements and the schedule of compensation, benefits, and other payments to agency head or chief executive officer are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and the schedule of compensation, benefits, and other payments to agency head or chief executive officer are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the combining and individual nonmajor fund financial statements and the schedule of compensation, benefits, and other payments to agency head or chief executive officer are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued my report dated December 31, 2019, on my consideration of the City's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 City's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "J. Aaron Cozart, CPA, LLC". The signature is written in a cursive style.

Certified Public Accountant

Jennings, Louisiana  
December 31, 2019

# **Government-Wide Financial Statements**

## CITY OF JENNINGS, LOUISIANA

## Statement of Net Position

June 30, 2019

	PRIMARY GOVERNMENT		
	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTAL
<b>ASSETS</b>			
Cash and cash equivalents	\$ 12,798,918	\$ 2,460,550	\$ 15,259,468
Investments	17,701	-	17,701
Receivables (net of allowances for uncollectibles)	872,890	229,776	1,102,666
Due from other funds	9	-	9
Inventory	5,546	-	5,546
Prepaid items	39,328	27,438	66,766
Restricted cash and cash equivalents	965,277	283,204	1,248,481
Other assets	956	-	956
Capital assets (net)	16,463,400	9,534,615	25,998,015
<b>TOTAL ASSETS</b>	<b>31,164,025</b>	<b>12,535,583</b>	<b>43,699,608</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related deferrals	1,376,571	204,861	1,581,432
<b>LIABILITIES</b>			
Accounts, salaries, and other payables	457,688	431,623	889,311
Due to other funds	-	9	9
Matured bonds and interest payable	65,153	-	65,153
Compensated absences payable	94,569	23,448	118,017
Current portions of bonds payable	275,000	-	275,000
Current portion of net pension liability	546,576	62,091	608,667
Bonds payable	5,380,000	-	5,380,000
Net pension liability	4,628,699	564,816	5,193,515
<b>TOTAL LIABILITIES</b>	<b>11,447,685</b>	<b>1,081,987</b>	<b>12,529,672</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension related deferrals	713,700	43,293	756,993
<b>NET POSITION</b>			
Net investment in capital assets	10,808,400	9,534,615	20,343,015
Restricted for:			
Public works	867,693	-	867,693
Culture and recreation	310,248	-	310,248
Debt service	606,139	-	606,139
Capital projects	265,488	-	265,488
Tax resolution	1,377,257	-	1,377,257
Special police operations	169,544	-	169,544
Customer deposits	-	2,481	2,481
Unrestricted	5,974,442	2,078,068	8,052,510
<b>TOTAL NET POSITION</b>	<b>\$ 20,379,211</b>	<b>\$ 11,615,164</b>	<b>\$ 31,994,375</b>

The accompanying notes are an integral part of this statement.

**CITY OF JENNINGS, LOUISIANA**

**Statement of Activities**

**For the Year Ended June 30, 2019**

	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>Governmental Activities</b>				
General government	\$ 1,351,156	\$ 61,745	\$ -	\$ -
Public safety	4,237,474	61,113	607,365	-
Public works	2,237,114	894,148	13,090	-
Cultural and recreation	1,116,163	94,844	29,638	-
Health and welfare	2,488	-	-	-
Community development	9,750	-	-	-
Economic development	40,000	-	10,000	-
Interest on long-term debt	198,038	-	-	-
Capital outlay	80,842	-	-	-
Total governmental activities	<u>9,273,024</u>	<u>1,111,850</u>	<u>660,093</u>	<u>-</u>
<b>Business-type Activities</b>				
Utilities administration	347,071	-	-	-
Water	1,796,933	1,269,404	-	-
Sewer	1,049,701	1,041,712	-	-
Rental	4,883	15,972	-	-
Total business-type activities	<u>3,198,588</u>	<u>2,327,088</u>	<u>-</u>	<u>-</u>
Total primary government	<u>\$ 12,471,613</u>	<u>\$ 3,438,938</u>	<u>\$ 660,093</u>	<u>\$ -</u>

General revenues:

Property taxes  
 Sales taxes  
 Franchise taxes  
 Occupational licenses & permits  
 Grants and contributions not restricted to specific programs  
 Investment earnings  
 Other general revenues  
 Gain (loss) on sale of capital assets  
 Total general revenues and transfers

Change in net position

Net position-beginning  
 Net position-ending

The accompanying notes are an integral part of this statement.

**STATEMENT B**

Net (Expenses) Revenues and Changes of Primary Government		
Governmental Activities	Business-type Activities	Total
\$ (1,289,411)	\$ -	\$ (1,289,411)
(3,568,996)	-	(3,568,996)
(1,329,876)	-	(1,329,876)
(991,681)	-	(991,681)
(2,488)	-	(2,488)
(9,750)	-	(9,750)
(30,000)	-	(30,000)
(198,038)	-	(198,038)
(80,842)	-	(80,842)
<u>(7,501,081)</u>	<u>-</u>	<u>(7,501,081)</u>
-	(347,071)	(347,071)
-	(527,529)	(527,529)
-	(7,989)	(7,989)
-	11,089	11,089
<u>-</u>	<u>(871,500)</u>	<u>(871,500)</u>
<u>(7,501,081)</u>	<u>(871,500)</u>	<u>(8,372,582)</u>
1,314,620	-	1,314,620
4,986,677	-	4,986,677
661,611	-	661,611
560,827	-	560,827
363,354	-	363,354
77,781	33,175	110,956
1,154,262	55,855	1,210,117
(71,343)	-	(71,343)
<u>9,070,890</u>	<u>65,929</u>	<u>9,136,819</u>
1,569,809	(805,571)	764,237
18,809,402	12,420,735	31,230,137
<u>\$ 20,379,211</u>	<u>\$ 11,615,164</u>	<u>\$ 31,994,374</u>

## **Fund Financial Statements**

## STATEMENT C

## CITY OF JENNINGS, LOUISIANA

## Balance Sheet, Governmental Funds

June 30, 2019

	GENERAL FUND	1994 1% SALES TAX FUND	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
<b>ASSETS</b>				
Cash and cash equivalents	\$ 10,362,008	\$ 1,160,056	\$ 1,276,853	\$ 12,798,917
Investments	-	-	17,701	17,701
Receivables (net of allowances for uncollectibles)	645,242	217,201	10,448	872,891
Due from other funds	9	-	-	9
Inventory	5,546	-	-	5,546
Prepaid items	34,765	-	4,563	39,328
Restricted cash and cash equivalents	169,544	-	795,733	965,277
Other assets	956	-	-	956
<b>TOTAL ASSETS</b>	<b>\$ 11,218,070</b>	<b>\$ 1,377,257</b>	<b>\$ 2,105,298</b>	<b>\$ 14,700,625</b>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts, salaries, and other payables	\$ 401,958	\$ -	\$ 55,730	\$ 457,688
Total liabilities	401,958	-	55,730	457,688
Fund balances:				
Restricted for:				
Public works	-	-	867,693	867,693
Culture and recreation	-	-	310,248	310,248
Debt service	-	-	606,139	606,139
Capital projects	-	-	265,488	265,488
Tax resolution	-	1,377,257	-	1,377,257
Special police operations	169,544	-	-	169,544
Unassigned	10,646,568	-	-	10,646,568
Total fund balances	10,816,112	1,377,257	2,049,568	14,242,937
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 11,218,070</b>	<b>\$ 1,377,257</b>	<b>\$ 2,105,298</b>	<b>\$ 14,700,625</b>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

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

June 30, 2019

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balances, Total Governmental Funds (Statement C)	\$	14,242,937
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		
Capital assets	\$	30,366,100
Less: Accumulated depreciation		<u>(13,902,700)</u>
		16,463,400
Long-term liabilities including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Compensated absences		(94,569)
Bonds payable		(5,655,000)
In accordance with Governmental Accounting Standards Board Statement No. 68, the net pension liability related to pension plans, deferred outflows of resources, and deferred inflows of resources are not recorded in governmental funds.		
Net pension liability		(5,175,275)
Deferred outflows of resources		1,376,571
Deferred inflows of resources		(713,700)
Accrued interest expense reported for the government-wide statements		<u>(65,153)</u>
Net Position of Governmental Activities (Statement A)	<u>\$</u>	<u>20,379,211</u>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

Statement of Revenues, Expenditures  
and Changes in Fund Balances  
Governmental Funds

For the Year Ended June 30, 2019

	GENERAL FUND	1994 1% SALES TAX FUND	NONMAJOR GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
<b>REVENUES</b>				
Local sources:				
Taxes:				
Ad valorem	\$ 470,944	\$ -	\$ 843,676	\$ 1,314,620
Sales and use	2,493,339	2,493,339	-	4,986,678
Franchise tax	661,611	-	-	661,611
Other taxes, penalties, interest, etc.	16,332	-	1,813	18,145
Licenses and permits	560,827	-	-	560,827
Fees, charges, and commissions for services	1,061,582	-	-	1,061,582
Fines and forfeitures	46,756	-	88	46,844
Investment earnings	49,480	12,810	15,491	77,781
Other revenues	1,498,132	-	33,001	1,531,133
State sources:				
State revenue sharing	24,489	-	-	24,489
Other state funds	590,988	-	13,090	604,078
Federal sources	3,289	-	-	3,289
Total revenues	<u>7,477,769</u>	<u>2,506,149</u>	<u>907,159</u>	<u>10,891,077</u>
<b>EXPENDITURES</b>				
General government	1,062,657	-	1,200	1,063,857
Public safety	3,983,367	118,590	-	4,101,957
Public works	1,069,791	205,000	891,440	2,166,231
Cultural and recreation	888,900	-	266,574	1,155,474
Health and welfare	2,488	-	-	2,488
Community development	9,750	-	-	9,750
Economic development	40,000	-	-	40,000
Debt service	-	-	471,424	471,424
Capital outlay	-	-	85,843	85,843
Total expenditures	<u>7,056,953</u>	<u>323,590</u>	<u>1,716,481</u>	<u>9,097,024</u>
Excess (deficiency) of revenues over (under) expenditures	<u>420,816</u>	<u>2,182,559</u>	<u>(809,322)</u>	<u>1,794,053</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	1,107,768	-	873,592	1,981,360
Transfers out	-	(1,958,259)	-	(1,958,259)
Gain (loss) on sale of capital assets	5,505	-	-	5,505
Total other financing sources and uses	<u>1,113,273</u>	<u>(1,958,259)</u>	<u>873,592</u>	<u>28,606</u>
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses	<u>1,534,089</u>	<u>224,300</u>	<u>64,270</u>	<u>1,822,659</u>
Fund balances - beginning	<u>9,282,023</u>	<u>1,152,957</u>	<u>1,985,298</u>	<u>12,420,278</u>
Fund balances - ending	<u>\$ 10,816,112</u>	<u>\$ 1,377,257</u>	<u>\$ 2,049,568</u>	<u>\$ 14,242,937</u>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

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

**For the Year Ended June 30, 2019**

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds, Statement E		\$ 1,822,659
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.</p>		
Capital outlay which is considered expenditures on Statement of Revenues, Expenditures and changes in fund balances	\$ 805,121	
Depreciation expense for the year ended June 30, 2019	<u>(1,279,677)</u>	(474,556)
The net effect of various miscellaneous transactions involving capital assets, such as sales, trade-ins, and donations is to increase (decrease) net assets.		(76,848)
<p>The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. This amount is the net effect of these differences in the treatment of long-term debt.</p>		
Bond redemptions		270,000
<p>In accordance with Governmental Accounting Standards Board Statement No. 68, the net pension liability related pension is not required to be recorded in the governmental fund financial statements. Adjustments to pension expense related to changes in deferred outflows of resources and deferred inflows of resources are reflected in the Statement of Activities:</p>		
Contributions after measurement date		546,576
Net change in pension expense		(520,179)
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>		
Change in accrued interest payable		3,387
Change in compensated absences payable		(1,230)
Change in prepaid insurance		<u>-</u>
Change in Net Position of Governmental Activities, Statement B		<u>\$ 1,569,809</u>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

## Statement of Net Position, Proprietary Funds

June 30, 2019

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS		
	UTILITY FUND	OTHER ENTERPRISE FUNDS	TOTAL ENTERPRISE FUNDS
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 2,460,550	\$ -	\$ 2,460,550
Receivables (net of allowances for uncollectibles)	229,776	-	229,776
Due from other funds	-	-	-
Prepaid items	27,438	-	27,438
Restricted cash and cash equivalents	283,204	-	283,204
Total current assets	<u>3,000,968</u>	<u>-</u>	<u>3,000,968</u>
Non-current assets:			
Capital assets (net of accumulated depreciation)	9,534,615	-	9,534,615
Total non-current assets	<u>9,534,615</u>	<u>-</u>	<u>9,534,615</u>
TOTAL ASSETS	<u>12,535,583</u>	<u>-</u>	<u>12,535,583</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related deferrals	204,861	-	204,861
<b>LIABILITIES</b>			
Current liabilities:			
Accounts, salaries, and other payables	431,623	-	431,623
Due to other funds	9	-	9
Compensated absences	23,448	-	23,448
Net pension liability (current portion)	62,091	-	62,091
Total current liabilities	<u>517,171</u>	<u>-</u>	<u>517,171</u>
Non-current liabilities:			
Net pension liability	564,816	-	564,816
Total non-current liabilities	<u>564,816</u>	<u>-</u>	<u>564,816</u>
TOTAL LIABILITIES	<u>1,081,987</u>	<u>-</u>	<u>1,081,987</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension related deferrals	43,293	-	43,293
<b>NET POSITION</b>			
Net investment in capital assets	9,534,615	-	9,534,615
Restricted for deposits	2,481	-	2,481
Unrestricted	2,078,068	-	2,078,068
TOTAL NET POSITION	<u>\$ 11,615,164</u>	<u>\$ -</u>	<u>\$ 11,615,164</u>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

Statement of Revenues, Expenses and Changes in Net Position  
Proprietary Funds

For the Year Ended June 30, 2019

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS		
	UTILITY FUND	OTHER ENTERPRISE FUNDS	TOTAL ENTERPRISE FUNDS
<b>Operating revenues</b>			
Charges for services:			
Water sales	\$ 1,269,404	\$ -	\$ 1,269,404
Sewer charges	1,041,712	-	1,041,712
Rental services	15,972	-	15,972
Other income	10,628	-	10,628
Other services	45,227	-	45,227
Total operating revenues	<u>2,382,943</u>	<u>-</u>	<u>2,382,943</u>
<b>Operating expenses</b>			
Cost of sales and services	2,286,518	3,333	2,289,851
Administration	335,317	1,550	336,867
Depreciation	571,728	-	571,728
Miscellaneous	142	-	142
Total operating expenses	<u>3,193,705</u>	<u>4,883</u>	<u>3,198,588</u>
<b>Operating income (loss)</b>	<u>(810,762)</u>	<u>(4,883)</u>	<u>(815,645)</u>
<b>Nonoperating revenues (expenses)</b>			
Interest earnings	33,151	24	33,175
Total nonoperating revenues (expenses)	<u>33,151</u>	<u>24</u>	<u>33,175</u>
<b>Income before contributions and transfers</b>	<u>(777,611)</u>	<u>(4,859)</u>	<u>(782,470)</u>
Transfer Out	-	(23,101)	(23,101)
<b>Change in net position</b>	<u>(777,611)</u>	<u>(27,960)</u>	<u>(805,571)</u>
Total net position-beginning	12,392,775	27,960	12,420,735
Total net position-ending	<u>\$ 11,615,164</u>	<u>\$ -</u>	<u>\$ 11,615,164</u>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

## Statement of Cash Flows, Proprietary Funds

For the Year Ended June 30, 2019

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS		
	UTILITY FUND	OTHER ENTERPRISE FUNDS	TOTAL ENTERPRISE FUNDS
<b>Cash flows from operating activities</b>			
Receipts from customers and users	\$ 2,413,091	\$ -	\$ 2,413,091
Payments to suppliers of goods and services	(1,534,060)	(4,883)	(1,538,943)
Payments to employees for services	(956,818)	-	(956,818)
Other receipts	10,628	-	10,628
Net cash provided (used) by operating activities	(67,159)	(4,883)	(72,042)
<b>Cash flows from noncapital financing activities</b>			
Transfer to other funds	-	(23,101)	(23,101)
Net cash provided (used) by noncapital financing activities	-	(23,101)	(23,101)
<b>Cash flows from capital and related financing activities</b>			
Acquisition and construction of capital assets	(254,699)	-	(254,699)
Net cash provided (used) by capital and related financing activities	(254,699)	-	(254,699)
<b>Cash flows from investing activities</b>			
Interest on investments	33,151	24	33,175
Net cash provided (used) by investing activities	33,151	24	33,175
Net increase (decrease) in cash and cash equivalents	(288,707)	(27,960)	(316,667)
Cash and cash equivalents, beginning of year	3,032,461	27,960	3,060,421
Cash and cash equivalents, end of year	\$ 2,743,754	\$ -	\$ 2,743,754
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</b>			
Operating income (loss)	\$ (810,762)	\$ (4,883)	\$ (815,645)
Depreciation expense	571,728	-	571,728
Difference between retirement contribution & pension expense	22,696	-	22,696
(Increase) decrease in accounts receivable	34,591	-	34,591
(Increase) decrease in prepaid items	(309)	-	(309)
Increase (decrease) in customer deposits	6,185	-	6,185
Increase (decrease) in accounts payable	101,637	-	101,637
Increase (decrease) in salary and payroll expense payable	1,551	-	1,551
Increase (decrease) in compensated absences	5,524	-	5,524
Total adjustments	743,603	-	743,603
Net cash provided (used) by operating activities	\$ (67,159)	\$ (4,883)	\$ (72,042)

The accompanying notes are an integral part of this statement.

## **Notes to the Financial Statements**

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Jennings was incorporated May 2, 1888 and has adopted a Home Rule Charter according to Title 33 of the Louisiana Revised Statutes. The City operates under a Mayor-City Council form of government and provides the following services as authorized by its charter: public safety (police and fire), public works (streets and lighting), sanitation, health, culture-recreation, public improvements, planning and general administrative services.

The accounting and reporting policies of the City of Jennings conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The Government Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting policies. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

A. FINANCIAL REPORTING ENTITY

The financial reporting entity consists of (a) the primary government (City), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary government is not accountable but for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading.

Government Accounting Standards Board (GASB) Statement No. 14, as amended by GASB Statement No. 61 defines component units as legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations of which the nature and significance of their relationship with the primary government is such that exclusion of these organizations from the primary government's financial statements would be misleading. Therefore, an organization is considered to be a component unit of the City if one of the following criteria is met:

1. The primary government can appoint a voting majority of the organization's governing body and
  - a. The ability of the City to impose its will on the organization or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City.
2. Organizations for which the City does not appoint a voting majority but are fiscally dependent on the City and there is the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City.
3. Organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

Based on the previous criteria, the City has determined that the following component units are part of the reporting entity:

<u>Component Unit</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Industrial Development Board	June 30	1, 1a and 3
City Court and City Marshall	June 30	2 and 3

The City has chosen to issue financial statements of the primary government (City) only; therefore, none of the previously listed component units are included in the accompanying financial statements. Financial statements for these component units can be obtained from the individual component units.

These primary government (City) financial statements include all major funds, aggregate non-major funds, and organizations for which the City maintains the accounting records.

GASB Statement 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (City) financial statements are not a substitute for the reporting entity's financial statements. The City has chosen to issue financial statements of the primary government only. As such, these financial statements are not intended to and do not report on the reporting entity but rather are intended to reflect only the financial statements of the primary government (City).

Related Organization

Jennings Housing Authority - The Commissioners of the Authority are appointed by the Mayor, but the City does not provide funding, has no obligation for the debt issued by the Authority, and cannot impose its will. This authority has not been included in the reporting entity.

Joint Venture

Jefferson Davis Parish Landfill Commission - A joint venture with the Jefferson Davis Parish Police Jury and the Towns of Welsh and Lake Arthur was formed to provide a solid waste disposal facility for its member-owners. This commission has not been included in the reporting entity. Financial statements for this joint venture can be obtained from the Jefferson Davis Parish Landfill Commission.

Jefferson Davis Parish Economic Development Commission - A joint venture with the Jefferson Davis Parish Tourist Commission and the Town of Welsh was formed to enhance the economic development of Jefferson Davis Parish. This commission has not been included in the reporting entity. Financial statements for this joint venture can be obtained from the Jefferson Davis Parish Economic Development Commission.

B. BASIS OF PRESENTATION

Government-Wide Financial Statements:

The government-wide financial statements include the statement of net position and the statement of activities that report financial information for the primary government (City). For the most part, the

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

effect of interfund activity has been removed from these statements. Individual funds are not displayed but governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) operating grants and contributions which finance annual operating activities; and 3) capital grants and contributions which fund the acquisition, contribution, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other items not properly included among program revenues are reported instead as general revenues.

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

FUND FINANCIAL STATEMENTS (FFS)

The accounts of the City are organized on the basis of funds each of which is considered a separate accounting entity with a separate set of self-balancing accounts. The various funds of the City are classified into two categories: governmental and proprietary. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. Non-major funds (by category) are summarized into a single column in the fund financial statements. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major funds of the City are described below:

MAJOR GOVERNMENTAL FUNDS

General Fund

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those in another fund.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

Special Revenue Funds

-1994 1% Sales Tax Fund-

The 1994 1% Sales Tax Fund is used to account for the receipt of a 1% sales tax. The previous 1% sales tax was authorized in 1994. This tax is to be collected for a period not to exceed twenty-two (22) years. At least \$500,000 annually is to be used for acquiring, constructing, extending, improving, maintaining and operating sewage collection and disposal facilities for the City, and/or to pay any bonded or funded indebtedness of the City incurred for sewage collection and disposal facilities. The balance is to be used for street construction and maintenance, drainage, heavy equipment purchases, jail operations, and police pension payments. In 1998, a referendum was approved to expand the authorized uses of excess funds over previous dedication to include acquiring, constructing, improving and/or maintaining the City's waterworks facilities. It further authorized the issuing of any bonded or funded indebtedness to accomplish the expanded purpose.

A sales and use tax of 1% was levied as of January 1, 2013 after approval by the registered voters of the City of Jennings in lieu of the 1% sales and use tax approved July 16, 1994, rededicated November 15, 1997. The tax is to be collected for a period not to exceed twenty-five (25) years. At least \$500,000 annually is to be used to pay any bonded or funded indebtedness of the City incurred for sewage collection and disposal facilities. The remaining proceeds of the tax is to be used for acquiring, constructing, improving, operating and maintaining streets, garbage, parks, fire and police departments, public buildings, drainage, heavy equipment purchases, jail operations, police pension payments, economic development purposes and activities, sewage collection and disposal facilities, and the City's waterworks facilities, including payment of any bonded or funded indebtedness of the City incurred for such purposes, and including salaries of city employees for any one or more of said purposes. It further authorized the City to fund the proceeds of the tax into bonds to pay the cost of capital improvements for the aforesaid purposes.

MAJOR ENTERPRISE FUNDS

-Utility Fund-

The Utility Fund is used to account for the operation of the City's water and sewer system, which are supported by user charges and special taxes.

The Utility Fund is financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Principal operating revenues are charges to customers for water and sewer service. Operating expenses for enterprise funds include the cost of sales and services, administrative expense, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

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

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

On the government-wide financial statements both governmental and business-type activities are reported using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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

With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures.

-Revenues-

Ad valorem taxes, franchise taxes, sales taxes, interest income, intergovernmental revenues and charges for service are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other governmental fund revenue items are recognized when cash is received by the government.

-Expenditures-

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on long-term obligations, which are recognized when due.

-Other Financing Sources (Uses)-

Sale of fixed assets, increases in capital lease purchases, and transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

D. BUDGET AND BUDGETARY ACCOUNTING

The City follows these procedures in establishing the budgetary data reflected in these primary government financial statements:

1. The City Clerk prepares an operating departmentalized budget, a pay plan budget, and a capital improvements budget and submits these budgets to the Mayor and City Council no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the total proposed budgets is published and the public notified that the proposed budgets are available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
5. The City Clerk is authorized to transfer budgeted amounts within departments, within any fund except for salary items and capital improvement items which cannot be amended without City Council approval. Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated requires the approval of the City Council.
6. Formal budgetary integration is used as a management control device by the general fund and major special revenue funds during the year.
7. Budgets for the general fund and major special revenue funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). The original budget was adopted by the City Council on June 26, 2018. Budgeted amounts shown on the financial statements were as amended by the City Council on December 11, 2018.
8. All budgetary appropriations lapse at the end of each fiscal year.

E. DEPOSITS AND INVESTMENTS

Under state law, the City may deposit funds with a fiscal agent organized under the laws of the State of Louisiana, the law of any other state in the union, or the laws of the United States. The City may invest in government backed securities, commercial paper, the state sponsored investment pool, mutual funds consisting solely of government backed securities, or certificates and time deposits of state banks organized under Louisiana Law and national banks having principal offices in Louisiana.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

The municipality's cash and cash equivalents include demand deposits (including restricted assets), interest-bearing demand deposits, and short-term investments with original maturities of 90 days or less, including deposits held by the Louisiana Asset Management Pool (LAMP). LAMP is a statewide investment pool in which the City participates and operates in accordance with appropriate state laws and regulations. The fair value of the City's position in the pool is the same as the value of the pool shares. LAMP is a component unit of the State of Louisiana and its operations are regulated by state law and are overseen by a board consisting of the state treasurer and members elected from the pool participants.

In accordance with GASB Statement No. 31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools," investments meeting the criteria specified in the Statement are stated at fair value. Investments which do not meet the requirements are stated at cost. These investments include certificates of deposit with maturities exceeding 90 days and are reported at cost which approximates fair value.

Further information regarding deposits and investments are disclosed in Note 4.

F. INTERFUND RECEIVABLES AND PAYABLES

Short-term cash loans between funds are considered temporary in nature. These amounts are reported as "due from/to other funds" on the balance sheet.

G. RECEIVABLES

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include sales and use taxes. Sales and use taxes collected in June 2019 are accrued at year end. Business-type activities report customer's utility service receivables as their major receivables. Uncollectible amounts due for customers' utility receivables, since they are immaterial, are recognized as bad debts through a direct write-off at the time information becomes available which would indicate the uncollectability of the particular receivable. If ad valorem taxes become uncollectible, the property involved is seized and sold as of May 31 of the effected fiscal year, and therefore, all material ad valorem taxes are collected as of the end of the current fiscal year.

H. UNCOLLECTIBLE ALLOWANCE

The statements contain no provision for uncollectible accounts. City management is of the opinion that such allowance would be immaterial in relation to the financial statements taken as whole.

I. INVENTORY

Inventories in the General and Special Revenue Funds consist of expendable supplies held for consumption. Inventories are priced at cost (first-in, first-out).

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

J. PREPAID ITEMS

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaid items consist of unexpired portions of insurance premiums. Prepaid items in the governmental funds and enterprise funds are recorded in both the government-wide financial statements and the fund financial statements.

K. RESTRICTED ASSETS

Certain proceeds of governmental fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. Also, cash deposited in a special water and sewer deposit account has been restricted to provide for the return of customer utility deposits. In addition, cash deposited in narcotics evidence account, and police asset forfeiture accounts has been restricted for their use and is limited to certain police and jail operations.

L. CAPITAL ASSETS

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) acquired after June 30, 2003, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the fund financial statements for proprietary funds. In the fund financial statements, capital assets used in governmental fund operations are reported as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Generally, the municipality maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Roads, bridges, and infrastructure	30 years
Infrastructure improvements	10 years
Building improvements	10 years
Buildings	30 years
Computers and office equipment	5-10 years
Machinery and equipment	5-15 years
Sewer and sewer improvements	10-40 years

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

M. CAPITALIZATION OF INTEREST COST

It is the policy of the City of Jennings to capitalize material amounts of interest resulting from borrowings in the course of the construction of capital assets.

The amount of interest cost capitalized on major capital projects acquired/constructed with proceeds of restricted tax-exempt debt includes all interest cost of the borrowing less any interest earned on related interest-bearing investments acquired with proceeds of the related tax-exempt borrowings from the date of the borrowing until the assets are ready for their intended use. The City did not capitalize any interest for the year ended June 30, 2019.

N. COMPENSATED ABSENCES

The City provides leave for vacation, sickness and illness, personal business and as an award in their safety program. Vacation leave is provided for all employees with one or more years of service. It ranges from 10 to 20 days per year depending on length of service. Sickness and illness leave of 5 to 365 days is provided depending on length of service and the department in which the employee serves. Sick leave is not paid upon termination of employment. Three days of leave is provided for personal business each year and two to four days of leave is awarded to employees annually for safety on their job. It is the City's policy that leave does not accumulate except the amount earned in the current calendar year. Any leave not utilized by December 31st is lost.

Compensatory time may also be granted in lieu of overtime pay. Employees may accumulate up to a maximum of forty hours of unused compensatory time which is paid to the employee in the form of time off or at the employee's current rate of pay upon separation from service.

The entire accrued vacation leave and compensatory time liability for both governmental and proprietary fund employees are reported on the government-wide financial statements. The accrued vacation leave and compensatory time as of the end of the fiscal year for proprietary fund employees are also recorded as a liability in the appropriate enterprise fund financial statement. There are no accumulated and vested benefits relating to sick leave that require disclosure to conform with generally accepted accounting principles.

O. LONG-TERM OBLIGATIONS

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

P. PENSION PLANS

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's four pension plans and additions to / deductions from the plans' fiduciary net position have been determined on the accrual basis, which is the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. EQUITY CLASSIFICATIONS

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of these assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

In the fund statements, governmental fund equity is classified as fund balance. The City adopted GASB Statement 54 in the year ended June 30, 2011. As such, fund balances of the governmental funds are classified as follows:

*Nonspendable* - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted* - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed* - amounts that can be used for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision-making authority for the City. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by Council members.

*Assigned* - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the City's policy, only Council members may assign amounts for specific purposes.

*Unassigned* - all other spendable amounts.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless City Council members have provided otherwise in its commitment or assignment actions.

Business-type fund equity at the fund level is classified the same as in the government-wide statements.

R. ESTIMATES

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

S. INTERFUND TRANSFERS

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. For the purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

(2) AD VALOREM TAXES

A. MILLAGE

Taxes are levied on November 15 and become delinquent if not paid by December 31. The Jefferson Davis Parish Sheriff's Office bills and collects the property taxes on behalf of the City. The property tax millage in effect at June 30, 2019, according to Ordinance No. 1744, was as follows:

General Alimony	7.24	Mills
Street Maintenance	8.96	
Library Maintenance	<u>4.01</u>	
Total	<u>20.21</u>	Mills

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

There are no material ad valorem tax receivables as of June 30, 2019, as all taxes have either been collected or properties have been seized and sold.

(3) DEDICATION OF SALES TAX REVENUES

A sales and use tax of 1 percent was levied as of October 1, 1994, after approval by the registered voters of the City of Jennings. This tax is to be collected for a period not to exceed twenty-two (22) years. At least \$500,000 annually is to be used for acquiring, constructing, extending, improving, maintaining and operating sewage collection and disposal facilities for the City, and/or to pay any bonded or funded indebtedness of the City incurred for sewage collection and disposal facilities. The balance is to be used for street construction and maintenance, drainage, heavy equipment purchases, jail operations, and police pension payments. In 1998, a referendum was approved to expand the authorized uses of excess funds over previous dedication to include acquiring, constructing, improving and/or maintaining the City's waterworks facilities. It further authorized the issuing of any bonded or funded indebtedness to accomplish the expanded purpose.

A sales and use tax of 1 percent was levied as of January 1, 2013, after approval by the registered voters of the City of Jennings in lieu of the 1 percent sales and use tax approved July 16, 1994, rededicated November 15, 1997. The tax is to be collected for a period not to exceed twenty-five (25) years. At least \$500,000 annually is to be used to pay any bonded or funded indebtedness of the City incurred for sewage collection and disposal facilities. The remaining proceeds of the tax is to be used for acquiring, constructing, improving, operating and maintaining streets, garbage, parks, fire and police departments, public buildings, drainage, heavy equipment purchases, jail operations, police pension payments, economic development purposes and activities, sewage collection and disposal facilities, and the City's waterworks facilities, including payment of any bonded or funded indebtedness of the City incurred for such purposes, and including salaries of city employees for any one or more of said purposes. It further authorized the City to fund the proceeds of the tax into bonds to pay the cost of capital improvements for the aforesaid purposes.

A sales and use tax of 1 percent was levied as of April 1, 2010 after approval by the registered voters of the City of Jennings. This tax is to be collected for a period of twenty-five (25) years. Revenues to be derived from the tax are dedicated to establishing, acquiring, constructing, improving, operating, and maintaining streets, drainage, waterworks, sewer, garbage, parks, fire department, police department, and public buildings, including salaries of city employees for any one or more of said purposes, within the City of Jennings, Louisiana.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(4) DEPOSITS AND INVESTMENTS

A. DEPOSITS

At June 30, 2019, the City has deposits (book balances) as follows:

<u>Deposit Type</u>	<u>Reported Amount</u>
Cash on hand	\$ 2,220
Cash-demand deposits	11,729,349
Deposits with LAMP	4,289,450
Time deposits (maturities less than 90 days)	486,930
	<u>\$ 16,507,949</u>

Additionally, the City has certificates of deposit totaling \$17,701 on deposit in local banks which are presented as investments in the financial statements.

A portion of the City's funds are held and managed by the Louisiana Asset Management Pool (LAMP). LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-RS 33:2955. LAMP is rated AAAM by Standard & Poor's.

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 share.

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 issues a publicly available financial report that includes financial statements and required supplementary information for LAMP. That report may be obtained by writing to the LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, Louisiana 70130.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

*Custodial Credit Risk* - Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be recovered. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The fair market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the City or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2019, the City has \$12,362,837 in deposits (collected bank balances) in local financial institutions, including certificates of deposit. These deposits are secured from risk by \$636,158 of federal deposit insurance and \$11,726,679 of pledged securities held by the custodial bank in the name of the City. As such, these deposits are not considered subject to custodial credit risk according to GASB Statement No. 3.

B. INVESTMENTS

At June 30, 2019, the City had the following investments and maturities:

Investment Type	% of Portfolio	Fair Value	Investments Maturities (in Years)	
			Less than 1	1-5
Certificates of deposits- (maturities exceeding 90 days)	100.0%	\$ 17,701	\$ 17,701	\$ -

*Credit Risk* - Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City does not have a written investment policy, but does adhere to state laws regarding allowable investments. LAMP is rated AAAM by Standard & Poor's. The certificates of deposit are not rated.

*Custodial Credit Risk* - For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As discussed in Note 4A, certificates of deposit are considered fully collateralized under the provisions of GASB Statement No. 3. LAMP participant investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not with the securities that make up the pool; therefore, no disclosure is required. Accordingly, the City had no custodial credit risk related to its investments as of June 30, 2019.

*Concentration of Credit Risk* - The City of Jennings places no limit on the amount it may invest in any one issuer. More than 5 percent of the City of Jennings' investments at June 30, 2019 are invested in certificates of deposit held at one financial institution. These investments are 100% of the City of Jennings' total investments at June 30, 2019.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(5) RECEIVABLES

The receivables of \$1,102,666 at June 30, 2019, are as follows:

Class of Receivable	Governmental Activities				Business-Type Activities		Total Government Balance
	General Fund	1994 1% Sales Tax Fund	Other Governmental Activities	Total Governmental Activities	Utility Fund	Total Business-Type Activities	
Local sources:							
Taxes:							
Ad valorem	\$ 2,026	\$ -	\$ 3,629	\$ 5,655	\$ -	\$ -	\$ 5,655
Sales and use	217,201	217,201	-	434,402	-	-	434,402
Franchise	137,637	-	-	137,637	-	-	137,637
Other taxes, penalty, interest, etc.	153	-	274	427	-	-	427
Fees, charges, and commissions for services	8,872	-	-	8,872	-	-	8,872
Fines and forfeiture	4,332	-	-	4,332	-	-	4,332
Utilities	135,659	-	-	135,659	229,776	229,776	365,435
Other local funds	75,139	-	-	75,139	-	-	75,139
State sources:							
Other state funds	64,223	-	6,544	70,767	-	-	70,767
Total as reported in government-wide statement	<u>\$ 645,242</u>	<u>\$ 217,201</u>	<u>\$ 10,447</u>	<u>\$ 872,890</u>	<u>\$ 229,776</u>	<u>\$ 229,776</u>	<u>\$ 1,102,666</u>

(6) INTERFUND RECEIVABLES/PAYABLES

Details related to interfund receivables and payables balances as of June 30, 2019, are presented as follows:

Fund	Interfund Receivable	Interfund Payable
Major Governmental Activities:		
General Fund	\$ 9	\$ -
Major Business Type Activities:		
Utility Fund	-	9
Total	<u>\$ 9</u>	<u>\$ 9</u>

In the course of ordinary operations, the General Fund pays certain costs that are reimbursed by the Utility Fund. Of the amounts shown, \$9 represents the reimbursements that are due at year end.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(7) RESTRICTED ASSETS

At June 30, 2019, restricted assets consisted of the following:

Governmental Activities:

Cash-Facilities Improvements Bond Sinking Reserve	\$ 484,476
Cash-Facilities Improvements Bond Proceeds	311,258
Cash-Narcotics Evidence	156,784
Cash-Police Asset Forfeiture	<u>12,759</u>
Total Governmental Activities	<u>\$ 965,277</u>

The Narcotics Evidence, and Police Asset Forfeiture accounts included in the General Fund, are restricted to pay for police and jail operations. The Facilities Improvements Bond Proceeds are restricted to pay for the costs of construction of certain capital improvements for improving public buildings within the City of Jennings. The Facilities Improvements Bond Sinking Reserve was established to insure the payment of bond principal and interest as required by the bond agreement.

Business Type Activities

Cash-Water and Sewer Deposit Account	\$ 133,204
Cash-LAMP, Water and Sewer Deposit Account	<u>150,000</u>
Total Business Type Activities	<u>\$ 283,204</u>

The Water and Sewer Deposit account assets, a component of the Utility Fund, are restricted to pay customer deposits in the amount of \$285,685 at June 30, 2019. When a customer withdraws from the system, this deposit is refunded less the amount of any charges outstanding against the account. Due to the shortage of restricted assets available to refund customer deposits, \$2,481 of retained earnings has been restricted, which represents the excess of customer deposits over assets restricted for that purpose.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(8) CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2019, for the City of Jennings is as follows:

	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Governmental Activities:					
Capital assets, not being depreciated:					
Land	\$ 1,163,620	\$ 5,000	\$ 18,100	\$ -	\$ 1,150,520
Construction in progress	129,810	98,688	6,975	(104,731)	116,792
Total capital assets, not being depreciated	<u>\$ 1,293,430</u>	<u>\$ 103,688</u>	<u>\$ 25,075</u>	<u>\$ (104,731)</u>	<u>\$ 1,267,312</u>
Capital assets being depreciated:					
Buildings	\$ 12,037,535	\$ 108,472	\$ 419,900	\$ 8,500	\$ 11,734,607
Building improvements	3,521,747	7,490	1,700	-	3,527,537
Computers	252,097	13,991	-	75,370	341,458
Office equipment	197,185	48,445	20,872	-	224,758
Furniture	31,604	-	-	-	31,604
Machinery and equipment	4,073,064	129,110	-	-	4,202,174
Vehicles	1,401,052	223,751	47,623	-	1,577,180
Infrastructure	7,303,720	170,176	35,285	20,861	7,459,472
Total capital assets being depreciated	<u>28,818,004</u>	<u>701,435</u>	<u>525,380</u>	<u>104,731</u>	<u>29,098,790</u>
Less accumulated depreciation for:					
Buildings	3,842,511	401,280	403,412	-	3,840,379
Building improvements	1,070,337	262,167	1,700	-	1,330,804
Computers	207,123	24,056	-	-	231,179
Office equipment	146,494	23,154	20,872	-	148,776
Furniture	22,197	2,361	-	-	24,558
Machinery and equipment	3,570,183	142,362	-	-	3,712,545
Vehicles	1,065,496	129,549	47,623	-	1,147,422
Infrastructure	3,172,291	294,748	-	-	3,467,039
Total accumulated depreciation	<u>13,096,632</u>	<u>1,279,677</u>	<u>473,607</u>	<u>-</u>	<u>13,902,702</u>
Total capital assets being depreciated, net	<u>\$ 15,721,372</u>	<u>\$ (578,242)</u>	<u>\$ 51,773</u>	<u>\$ 104,731</u>	<u>\$ 15,196,088</u>

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Business-type Activities:					
Capital assets, not being depreciated:					
Land	\$ 211,021	\$ -	\$ -	\$ -	\$ 211,021
Construction in progress	34,075	-	-	(34,075)	-
Total capital assets, not being depreciated	<u>\$ 245,096</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (34,075)</u>	<u>\$ 211,021</u>
Capital assets being depreciated:					
Buildings	\$ 281,965	\$ -	\$ 268,100	\$ -	\$ 13,865
Building improvements	741,293	-	190,812	-	550,481
Computers	82,627	-	-	34,075	116,702
Office equipment	18,979	7,948	-	-	26,927
Machinery and equipment	13,128,423	143,495	34,578	-	13,237,340
Vehicles	131,965	48,571	-	-	180,536
Infrastructure	6,922,066	54,684	-	-	6,976,750
Total capital assets being depreciated	<u>21,307,318</u>	<u>254,698</u>	<u>493,490</u>	<u>34,075</u>	<u>21,102,601</u>
Less accumulated depreciation for:					
Buildings	272,096	462	268,100	-	4,458
Building improvements	731,164	1,469	190,812	-	541,821
Computers	67,974	15,399	-	-	83,373
Office equipment	13,017	2,766	-	-	15,783
Machinery and equipment	8,050,078	313,902	34,578	-	8,329,402
Vehicles	93,246	20,766	-	-	114,012
Infrastructure	2,473,195	216,963	-	-	2,690,158
Total accumulated depreciation	<u>11,700,770</u>	<u>571,727</u>	<u>493,490</u>	<u>-</u>	<u>11,779,007</u>
Total capital assets being depreciated, net	<u>\$ 9,606,548</u>	<u>\$ (317,029)</u>	<u>\$ -</u>	<u>\$ 34,075</u>	<u>\$ 9,323,594</u>

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

Depreciation expense of \$1,851,404 for the year ended June 30, 2019, was charged to the following governmental functions:

	Governmental Activities	Business-Type Activities
Culture and recreation	\$ 173,834	\$ -
General government	267,491	-
Public safety	491,031	-
Public works	347,321	-
Utility system	-	571,727
	<u>                    </u>	<u>                    </u>
Total	<u>\$ 1,279,677</u>	<u>\$ 571,727</u>

(9) CONSTRUCTION COMMITMENTS

The municipality has active construction projects as of June 30, 2019. At year end the commitments with contractors are as follows:

Project	Spent to Date	Remaining Commitment
Advanced meter reading system	\$ 593,174	\$ 79,965
Florence street sidewalk	68,454	74,104
Marcus Cain Park Basketball Pavilion	-	324,600
Safety Building Project	53,710	285,690
	<u>715,338</u>	<u>764,359</u>

(10) ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$889,311 at June 30, 2019, are as follows:

	Governmental Activities			Business-Type Activities		
	General Fund	1994 1% Sales Tax Fund	Other Governmental Activities	Total Governmental Activities	Utility Fund	Total Business-Type Activities
Accounts	\$ 152,313	\$ -	\$ 2,992	\$ 155,305	\$ 100,892	\$ 100,892
Contracts	-	-	39,339	39,339	-	-
Retainage	6,845	-	5,371	12,216	29,659	29,659
Withholdings	85,016	-	8,028	93,044	15,388	15,388
Due to customers	-	-	-	-	285,684	285,684
Other	157,784	-	-	157,784	-	-
Total	<u>\$ 401,958</u>	<u>\$ -</u>	<u>\$ 55,730</u>	<u>\$ 457,688</u>	<u>\$ 431,623</u>	<u>\$ 431,623</u>

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(11) LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligations for the year ended June 30, 2019:

	Governmental Activities			Business-Type Activities	
	Revenue Bonds Payable	Net Pension Liability	Total Governmental Activities	Net Pension Liability	Total Business-Type Activities
Long-term obligations at beginning of year	\$ 5,925,000	\$ 5,562,100	\$ 11,487,100	\$ 641,500	\$ 641,500
Additions	-	-	-	-	-
Deductions	270,000	386,825	656,825	14,593	14,593
Long-term obligations at end of year	<u>\$ 5,655,000</u>	<u>\$ 5,175,275</u>	<u>\$ 10,830,275</u>	<u>\$ 626,907</u>	<u>\$ 626,907</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2019:

	Governmental Activities			Business-Type Activities	
	Revenue Bonds Payable	Net Pension Liability	Total Governmental Activities	Net Pension Liability	Total Business-Type Activities
Current portion	\$ 275,000	\$ 546,576	\$ 821,576	\$ 62,091	\$ 62,091
Long-term portion	5,380,000	4,628,699	10,008,699	564,816	564,816
Total	<u>\$ 5,655,000</u>	<u>\$ 5,175,275</u>	<u>\$ 10,830,275</u>	<u>\$ 626,907</u>	<u>\$ 626,907</u>

Bonds payable at June 30, 2019, are comprised of the following individual issues:

Bond	Original Issue	Interest Rate	Final Payment Due	Interest to Maturity	Principal Outstanding	Funding Source
Governmental Activities:						
Facilities Improvements Bonds	\$ 6,000,000	.30 to 5.00%	3-1-2033	\$ 1,641,008	\$ 4,765,000	1% Sales Tax Revenue
Facilities Improvements Bonds	\$ 1,000,000	.65 to 3.50%	3-1-2035	\$ 280,452	\$ 890,000	1% Sales Tax Revenue

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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In August 2013, the City Council authorized and issued Public Improvement Sales Tax Revenue Bonds, Series ST-2013 to the Jeff Davis Bank in the amount of \$6,000,000. The proceeds of this issue are to be used to pay a portion of the costs of construction of certain capital improvements for improving public buildings within the City of Jennings, and to pay the costs of issuance associated with the Bonds.

The bonds were issued on a complete parity with the outstanding Public Improvement Sales Tax Bonds, Series 1995 and Public Improvement Sales Tax Bonds, Series 1997. The bonds, equally with the Outstanding Parity Bonds, are payable from and secured by an irrevocable pledge and dedication of the net proceeds of a 1% sales and use tax approved in December 2012.

The bonds purchased by Jeff Davis Bank shall bear interest starting at .30% in 2014 to 5.00% in 2033. Interest shall be due and payable on March 1 and September 1 of each year beginning on March 1, 2014. Principal will be due on March 1 of each year beginning on March 1, 2014.

In November 2015, the City Council authorized and issued Public Improvement Sales Tax Revenue Bonds, Series ST-2015 to Jeff Davis Bank in the amount of \$1,000,000. The proceeds of this issue are to be used to pay a portion of the costs of construction of certain capital improvements for improving public buildings within the City of Jennings, and to pay the costs of issuance associated with the Bonds.

The bonds were issued on a complete parity with the outstanding Series ST-2013 Bonds, Public Improvement Sales Tax Bonds, Series 1995 and Public Improvement Sales Tax Bonds, Series 1997. The bonds, equally with the Outstanding Parity Bonds, are payable from and secured by an irrevocable pledge and dedication of the net proceeds of a 1% sales and use tax approved in December 2012.

The bonds purchased by Jeff Davis Bank shall bear interest starting at .65% in 2016 to 3.50% in 2035. Interest shall be due and payable on March 1 and September 1 of each year beginning on March 1, 2016. Principal will be due on March 1 of each year beginning on March 1, 2016.

The annual requirements to amortize all bonds payable as of June 30, 2019 are as follows:

Year Ending June 30,	Principal Payments	Interest Payments	Total
2020	\$ 275,000	\$ 198,153	\$ 473,153
2021	290,000	194,368	484,368
2022	310,000	189,553	499,553
2023	325,000	183,233	508,233
2024	340,000	175,248	515,248
2025-2029	1,965,000	710,327	2,675,327
2030-2034	2,060,000	267,429	2,327,429
2035-2039	90,000	3,149	93,149
	Total	\$ 1,921,460	\$ 7,576,460

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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In accordance with R.S. 39:562, the City is legally restricted from incurring long-term bonded debt in excess of 35% of the assessed value of taxable property. At June 30, 2019, the statutory limit is \$22,934,230 and the City has no outstanding bonded debt funded by ad valorem taxes including interest.

In addition, the City is legally restricted from incurring long-term bonded debt secured by sales and use taxes in excess of 75% of the avails of the tax. The municipality was within this 75% limitation when the sales tax bonds were issued.

(12) INTERFUND TRANSFERS

Details related to interfund transfers as of June 30, 2019 are presented as follows:

Fund	Transfer In	Transfer Out
Major Governmental Activities:		
General Fund	\$ 1,107,768	\$ -
1994 1% Sales Tax Fund	-	1,958,259
Non-major Governmental Activities	<u>873,592</u>	<u>-</u>
Total Governmental Activities	1,981,360	1,958,259
Non-major Business-Type Activities	<u>-</u>	<u>23,101</u>
Total	<u><u>\$ 1,981,360</u></u>	<u><u>\$ 1,981,360</u></u>

The transfers are movements of money from one fund to another. These merely serve as a means to finance activities in the receiving fund.

(13) PENSION PLANS

Substantially all employees of the City of Jennings are members of the following statewide retirement systems: Municipal Employees' Retirement System of Louisiana, Municipal Police Employees' Retirement System of Louisiana, Firefighters' Retirement System of Louisiana, or Louisiana State Employees' Retirement System. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

**A. Municipal Employees Retirement System of Louisiana (MERS)**

*Plan Description*

Employees of the City are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:1731 to provide retirement, disability and survivor benefits to employees of all incorporated villages, towns and cities throughout the State of Louisiana. MERS is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the City, except for policemen, firemen, and the City Judge, are members of Plan B. MERS issues a publicly available financial

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

report that may be obtained by writing to the Municipal Employees' Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, calling (225) 925-4810, or by downloading from [www.mersla.com](http://www.mersla.com).

***Benefits Provided***

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

**Retirement Benefits**

Any member of Plan B, who commenced participation in the MERS prior to January 1, 2013, can retire providing the member meets one of the following criteria:

- a. Any age with thirty (30) years of creditable service.
- b. Age 60 with a minimum of ten (10) or more years of creditable service.
- c. Any age with ten (10) years of creditable service eligible for disability benefits.
- d. Survivor's benefits require five (5) years creditable service at death of member.

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to two percent of the member's monthly average final compensation multiplied by his years of creditable service. Final average compensation is the average monthly earnings during the highest sixty consecutive months, or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Eligibility for Retirement for Plan B members hired on or after January 1, 2013 (Tier 2) is as follows:

- a. Age 67 with seven (7) or more years of creditable service.
- b. Age 62 with ten (10) or more years of creditable service.
- c. Age 55 with thirty (30) or more years of creditable service.
- d. Any age with twenty five (25) years of creditable service, exclusive of military service and unused side leave. However, any member retiring under this subsection shall have their benefit actuarially reduced from the earliest age of which the member would be entitled to a vested deferred benefit under any provision of this section, if the member had continued in service to that age.

The monthly amount of the retirement allowance for any member of Plan B Tier 2 shall consist of an amount equal to two percent of the member's final compensation multiplied by his years of creditable service. Final average compensation is the average monthly earnings during the highest sixty consecutive months, or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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**Deferred Retirement Option Plan (DROP) Benefits**

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan B who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of MERS has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in MERS.

**Disability Benefits**

For Plan B, a member shall be eligible to retire and receive a disability benefit if he has at least ten years of creditable service; in which he would receive a regular retirement under retirement provisions. A member shall be eligible to retire and receive a disability benefit if he has at least ten years of creditable service, is not eligible for normal retirement, and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan B shall be paid a disability benefit equal to the lesser of thirty percent of his final average compensation or two percent of his final average compensation multiplied by his years of creditable service, whichever is greater; or an amount equal to two percent of the member's final average compensation multiplied by his years of creditable service, projected to his earliest normal retirement age.

**Survivor's Benefits**

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

1. Surviving spouse who is not eligible for social security survivorship or retirement benefits, married no less than twelve (12) months immediately preceding death of member, shall be paid a monthly benefit equal to thirty percent of the member's final compensation, payable when the surviving spouse attains the age of sixty years or becomes disabled and payable for as long as the surviving spouse lives, or

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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2. A monthly benefit equal to the actuarial equivalent of the benefit described above, but not less than fifteen percent of the member's final compensation, payable upon the death of the member and payable for as long as the surviving spouse lives. Selecting this benefit precludes the survivor from eligibility for the thirty-percent benefit payable when the surviving spouse attains the age of sixty years.

Any member of Plan B who is eligible for normal retirement at time of death and who leaves a surviving spouse will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

Any member of Plan B who had not withdrawn their accumulated contributions and had at least twenty years of service credit at time of death, surviving spouse shall receive benefits for as long as he/she lives as outlined in the statutes.

**Cost-of-Living Increases**

MERS is authorized under state law to grant a cost of living increase to members who have been retired for at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows MERS to grant an additional cost of living increase to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

**Deferred Benefits**

Plan B provides for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

**Contributions**

Contributions for all members are established by statute. Member contributions are at 5% of earnable compensation for Plan B. The contributions are deducted from the member's salary and remitted by the participating municipality.

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2019, the employer contribution rate was 14.00% of member's earnings for Plan B.

In accordance with state statute, MERS 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.

The City's contractually required contribution rate for the year ended June 30, 2019 was 14.00% of annual payroll, actuarially determined as an amount that, when combined with

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employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability.

Contributions to the pension plan from the City were \$226,971 for the year ended June 30, 2019.

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

At June 30, 2019, the City reported a liability of \$1,852,792 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The City's proportion of the Net Pension Liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the City's proportion was 2.190497%, which was an increase of .006932 percentage points from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City recognized pension expense of \$353,990 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$369.

At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to MERS from the following sources:

	Governmental Activities		Business-type Activities	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 3,285	\$ (55,213)	\$ 1,680	\$ (28,236)
Changes of assumptions	45,874	-	23,460	-
Net difference between projected and actual earnings on pension plan investments	199,247	-	101,894	-
Change in proportion and differences between employer contributions and proportionate share of contributions	2,015	(29,444)	1,031	(15,057)
Employer contributions subsequent to the measurement date	150,174	-	76,797	-
Total	<u>\$ 400,596</u>	<u>\$ (84,657)</u>	<u>\$ 204,861</u>	<u>\$ (43,293)</u>

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Deferred outflows of resources of \$226,971 related to MERS resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to MERS will be recognized in pension expense as follows:

Year Ended June 30	
2020	\$ 134,256
2021	79,630
2022	27,306
2023	9,344
	<u>\$ 250,536</u>

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability of MERS as of June 30, 2018 are as follows:

Valuation date	June 30, 2018
Actuarial cost method	Entry Age Normal
Expected remaining service lives	3 years for Plan B
Actuarial assumptions:	
Investment rate of return	7.275%
Inflation rate	2.600%
Projected salary increases	5.00% (2.775% inflation and 2.225% merit)
Mortality rates	<p>Annuitant and beneficiary - RP-2000 Healthy Annuitant Sex Distinct Mortality Tables set forward 2 years for males and set forward 1 year for females projected to 2028 using scale AA.</p> <p>Employees - RP-2000 Employees Sex Distinct Table set back 2 years for both males and females</p> <p>Disabled annuitants - RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females</p>

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The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Public equity	50%	2.20%
Public fixed income	35%	1.50%
Alternatives	15%	0.60%
Totals	100%	4.30%
Inflation		2.70%
Expected arithmetic nominal return		7.00%

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

The following presents the City's proportionate share of the MERS net pension liability calculated using the discount rate of 7.275%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

	One Percentage Point Decrease 6.275%	Current Discout Rate 7.275%	One Percentage Point Increase 8.275%
Net pension liability	\$ 2,431,563	\$ 1,852,792	\$ 1,360,786

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan's fiduciary net position is available in the separately issued Municipal Employees' Retirement System of Louisiana Annual Financial Report at [www.mersla.com](http://www.mersla.com) or [www.la.state.la.us](http://www.la.state.la.us).

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*Payables to the Pension Plan*

These financial statements include a payable to the pension plan of \$25,020, which is the legally required contribution due at June 30, 2019. This amount is recorded in accrued expenses.

**B. Municipal Police Employees' Retirement System of Louisiana (MPERS)**

*Plan Description*

The City contributes to MPERS which is a cost-sharing multiple-employer defined benefit pension plan. MPERS was established by Act 189 of the 1973 regular session of the Legislature of the State of Louisiana to provide retirement, disability, and survivor benefits to municipal police officers in Louisiana.

The Municipal Police Employees' Retirement System is the administrator of MPERS. Membership in the System is mandatory for any full-time police officer employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security and providing he or she meets the statutory criteria. The System provides retirement benefits for municipal police officers. Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211- 11:2233.

MPERS issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.lampers.org](http://www.lampers.org) or [www.la.state.la.us](http://www.la.state.la.us).

*Benefits Provided*

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

**Retirement Benefits**

Any member prior to January 1, 2013, can retire providing he/she meets one of the following criteria:

- a. At any age after 25 years of creditable service
- b. At age 55 after 12 years of creditable service
- c. At age 50 after 20 years of creditable service
- d. At any age after 20 years of creditable service, with an actuarially reduced benefit

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Any member after January 1, 2013, under Hazardous Duty sub plan can retire providing he/she meets one of the following criteria:

- a. At any age after 25 years of creditable service
- b. At age 55 after 12 years of creditable service
- c. At any age after 20 years of creditable service, with an actuarially reduced benefit from age 55

Any member after January 1, 2013, under Non-Hazardous Duty sub plan can retire providing he/she meets one of the following criteria:

- a. At any age after 30 years of creditable service
- b. At age 60 after 10 years of creditable service
- c. At age 55 after 25 years of creditable service
- d. At any age after 20 years of creditable service, with an actuarially reduced benefit from age 55

Benefit rates for membership prior to January 1, 2013, are three and one-third percent of average final compensation (average monthly earnings during the highest 36 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

Benefit rates for membership after January 1, 2013, are based on Hazardous Duty and Non-Hazardous Duty sub plans. Under the Hazardous and Non-Hazardous Duty sub plans, the benefit rates are three percent and two and a half percent, respectively, of average final compensation (average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

**Deferred Retirement Option Plan (DROP) Benefits**

A member is eligible to elect to enter DROP when he/she is eligible for regular retirement based on the members' sub plan participation. Upon filing the application for the program, the employee's active membership in the System is terminated. At the entry date into DROP, the employee and employer contributions cease. The amount to be deposited into the DROP account is equal to the benefit computed under the retirement plan elected by the participant at date of application. The duration of participation in the DROP is thirty-six months or less. If employment is terminated after the three-year period the participant may receive his benefits by lump sum payment or a true annuity. If employment is not terminated, active contributing membership into the System shall resume and upon later termination, he shall receive additional retirement benefits based on the additional service. For those eligible to enter DROP prior to January 1, 2004, DROP accounts shall earn interest subsequent to the termination of DROP participation at a rate of half of one percentage point below the percentage rate of return of the System's investment portfolio as certified by the actuary on an annual basis but will never lose money. For those eligible to enter DROP subsequent to January 1, 2004, an irrevocable election is made to earn interest based on the System's investment portfolio return or a money market investment

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return. This could result in a negative earnings rate being applied to the account.

If the member elects a money market investment return, the funds are transferred to a government money market account and earn interest at the money market rate.

**Disability Benefits**

The Board of Trustees may award benefits to those eligible members who have been certified as disabled by the State Medical Disability Board. The application must be filed with the Board of Trustees through the office of the Director prior to the date of termination of employment. Please see specific procedures for disability retirement as described and provided for in R.S. 11:208, R.S. 11:216 through R.S. 11:224 and R.S. 11:2223.

**Survivor's Benefits**

Upon the death of an active contributing member (membership prior to January 1, 2013), or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from forty to sixty percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives benefits equal to ten percent of the member's average final compensation or \$200 per month, whichever is greater.

Upon the death of an active contributing member (membership after January 1, 2013), or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from twenty-five to fifty-five percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives benefits equal to ten percent of the member's average final compensation or \$200 per month, whichever is greater. If the deceased member had less than ten years of service, the beneficiary will receive a refund of employee contributions only.

**Cost-of-Living Increases**

The Board of Trustees is authorized to provide annual cost-of-living adjustments (COLA) computed on the amount of the current regular retirement, disability, beneficiary, or survivor's benefit, not to exceed 3% in any given year. The Board is authorized to provide an additional 2% COLA, computed on the member's original benefit, to all regular retirees, disability, survivors and beneficiaries who are 65 years of age or older on the cut-off date which determines eligibility. No regular retiree, survivor, or beneficiary shall be eligible to receive a cost-of-living adjustment until benefits have been received at least one full fiscal year and the payment of such COLA, when authorized, shall not be effective until the lapse of at least one-half of the fiscal year. Members who elect early retirement are not eligible for a COLA until they reach retirement age.

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**Initial Benefit Option Plan**

In 1999, the State Legislature authorized the System to establish an Initial Benefit Option program. Initial Benefit Option is available to members who are eligible for regular retirement and have not participated in DROP. The Initial Benefit Option program provides both a one-time single sum payment of up to 36 months of regular monthly retirement benefits, plus a reduced monthly retirement benefit for life. Interest is computed on the balance based on the same criteria as DROP.

***Contributions***

Contributions for all members are actuarially determined as required by state law but cannot be less than 9% of the employees' earnable compensation excluding overtime but including state supplemental pay.

For the year ended June 30, 2019, total contributions due for employers and employees were 42.25%. The employer and employee contribution rates for all members hired prior to January 1, 2013, and Hazardous Duty members hired after January 1, 2013, were 32.25% and 10%, respectively. The employer and employee contribution rates for all Non-Hazardous Duty members hired after January 1, 2013, were 32.25% and 8%, respectively. The employer and employee contribution rates for all members whose earnable compensation is less than or equal to the poverty guidelines issued by the United States Department of Health and Human Services were 34.25% and 7.5%, respectively.

The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue during the year ended June 30, 2018, and excluded from pension expense.

The City's contractually required contribution rate for the year ended June 30, 2019, was 32.25% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability.

Contributions to the pension plan from the City were \$309,549 for the year ended June 30, 2019.

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

At June 30, 2019, the City reported a liability of \$3,021,853 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The City's proportion of the Net Pension Liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially

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determined. At June 30, 2018, the City's proportion was .357444%, which was a decrease of .002564 percentage points from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City recognized pension expense of \$322,546 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$222.

At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to MPERS from the following sources:

	<u>Governmental Activities</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 13,623	\$ (154,423)
Changes of assumptions	197,476	-
Net difference between projected and actual earnings on pension plan investments	144,861	-
Change in proportion and differences between employer contributions and proportionate share of contributions	-	(116,434)
Employer contributions subsequent to the measurement date	<u>309,549</u>	<u>-</u>
Total	<u>\$ 665,509</u>	<u>\$ (270,857)</u>

Deferred outflows of resources of \$309,549 related to MPERS resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to MPERS will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	
2020	\$ 88,664
2021	78,410
2022	(87,241)
2023	<u>5,270</u>
	<u>\$ 85,103</u>

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*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability of MPERS as of June 30, 2018 are as follows:

Valuation date	June 30, 2018
Actuarial cost method	Entry Age Normal
Expected remaining service lives	4 years
Actuarial assumptions:	
Investment rate of return	7.20%, net of investment expense
Inflation rate	2.60%
Projected salary increases	1-2 years of service: 9.75% 3-23 years of service: 4.75% Over 23 years of service: 4.25%
Mortality rates	RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Tables projected to 2029 by Scale AA (set back 1 year for females) for healthy annuitants and beneficiaries.  RP-2000 Disabled Lives Table set back 5 years for males and set back 3 years for females for disabled annuitants  RP-2000 Employee Table set back 4 years for males and 3 years for females for active members.
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 mortality rate assumption used was set based upon an experience study performed by the prior actuary on plan data for the period July 1, 2009 through June 30, 2014, and

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review of similar law enforcement mortality. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

The best estimates of the arithmetic nominal rates of return for each major asset class included in the System's target allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Portfolio Real Rate of Return
Equity	52%	3.58%
Fixed income	22%	0.46%
Alternative	20%	1.07%
Other	6%	0.17%
Totals	100%	5.28%
Inflation		2.75%
Expected arithmetic nominal return		8.03%

The discount rate used to measure the total pension liability was 7.20%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following presents the City's proportionate share of the MPERS net pension liability calculated using the discount rate of 7.200%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

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	One Percentage Point Decrease 6.200%	Current Discout Rate 7.200%	One Percentage Point Increase 8.200%
Net pension liability	\$ 4,246,541	\$ 3,021,853	\$ 1,994,388

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan's fiduciary net position is available in the separately issued Municipal Police Employees' Retirement System of Louisiana Annual Financial Report at [www.lampers.org](http://www.lampers.org) or on [www.lla.state.la.us](http://www.lla.state.la.us).

***Payables to the Pension Plan***

These financial statements include a payable to the pension plan of \$35,594, which is the legally required contribution due at June 30, 2019. This amount is recorded in accrued expenses.

**C. Firefighters' Retirement System of Louisiana (FRS)**

***Plan Description***

The City contributes to FRS which is a cost-sharing multiple-employer defined benefit pension plan. FRS was established by Act 434 of 1979 to provide retirement, disability, and survivor benefits to firefighters in Louisiana.

The Firefighters' Retirement System is the administrator of FRS. Membership in the System is a condition of employment for any full-time firefighters who earn more than \$375 per month and are employed by any municipality, parish, or fire protection district of the State of Louisiana in addition to employees of the Firefighters' Retirement System. The FRS provides retirement benefits for their members. The projections of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the FRS in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:2251-11:2272. The following is a brief description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Any person who becomes an employee as defined in RS 11:2252 on and after January 1, 1980, shall become a member as a condition of employment.

No person who has attained age fifty or over shall become a member of the System, unless the person becomes a member by reason of a merger or unless the System received an application for membership before the applicant attained the age of fifty. No person who has not attained the age of eighteen years shall become a member of the FRS.

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Any person who has retired from service under any retirement system or pension fund maintained basically for public officers and employees of the state, its agencies, or political subdivisions, and who is receiving retirement benefits therefrom may become a member of this System, provided the person meets all other requirements for membership. Service credit from the retirement system or pension plan from which the member is retired shall not be used for reciprocal recognition of service with the FRS, or for any other purpose in order to attain eligibility or increase the amount of service credit in the FRS.

FRS issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.lafirefightersret.com](http://www.lafirefightersret.com) or [www.lla.state.la.us](http://www.lla.state.la.us).

***Benefits Provided***

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

**Retirement Benefits**

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

- a. At any age after 25 years of creditable service
- b. At age 55 after 12 years of creditable service
- c. At age 50 after 20 years of creditable service

The retirement allowance is equal to three and one-third percent of the member's average final compensation based on the 36 consecutive months of highest pay multiplied by his years of creditable service, not to exceed one hundred percent of his average final compensation.

**Optional Allowances**

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to their employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. An employee may elect an unreduced benefit or any of seven options at retirement. The options are as follows:

1. At death, their beneficiary will receive a lump sum payment based on the present value of the employee's annuity account balance.
2. At death, their beneficiary will receive a life annuity equal to the employee's reduced retirement allowance.
3. At death, their beneficiary will receive a life annuity equal to 1/2 of the employee's reduced retirement allowance.

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4. Any other benefit certified by the actuary and approved by the Board of Trustees that will be equivalent in value to the employee's retirement allowance limited to a spouse and/or minor children.
5. The member can select a reduced option 2 benefit. However, if the beneficiary predeceases the retiree, the benefit will convert to the maximum. This option is limited to a spouse and/or minor children or handicapped children.
6. The member can select a reduced option 3 benefit. However, if the beneficiary predeceases the retiree, the benefit will convert to the maximum. This option is limited to a spouse and/or minor children.
7. The member can select to receive a guaranteed 2 1/2% COLA every year beginning when the member reaches age 55. In exchange for this COLA, the member takes an actuarially reduced benefit upon retirement.

**Deferred Retirement Option Plan (DROP) Benefits**

After completing 20 years of creditable service and age 50 or 25 years at any age, a member may elect to participate in the deferred retirement option plan (DROP) for up to 36 months. Upon commencement of participation in the deferred retirement option plan, employer and employee contributions to the System cease. The monthly retirement benefit that would have been payable is paid into the deferred retirement option plan account. Upon termination of employment, a participant has several options to receive their deferred retirement option plan benefit. A member may elect to roll over all or a portion of their deferred retirement option plan balance into another eligible qualified plan, receive a lump-sum payment from the account, receive single withdrawals at the discretion of the member, receive monthly or annual withdrawals, or receive an annuity based on the deferred retirement option plan account balance. These withdrawals are in addition to his regular monthly benefit. If employment is not terminated at the end of the 36 months, the participant resumes regular contributions to the System. No withdrawals may be made from the deferred retirement option plan account until the participant retires.

**Disability Benefits**

If an eligible member is officially certified as disabled by the State Medical Disability Board, he shall receive the greater retirement, if eligible for disability benefits as follows:

1. Any member totally disabled from injury received in the line of duty, shall be paid, on a monthly basis, an annual pension of 60.0% of the average final compensation being received at the time of the disability.
2. Any member of FRS who has become disabled or incapacitated because of continued illness or as a result of any injury received, even though not in the line of duty, and who has 5 years of creditable service, but is not eligible for retirement under the provisions of R. S. 11:2256 may apply for retirement under the provisions of R.S. 11:2258 and shall be retired on 75.0% of the retirement salary to which he would be

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entitled under R. S. 11:2256 if he were otherwise eligible there under or 25.0% of the member's average salary, whichever is greater.

3. Any retired member or DROP plan participant who becomes disabled for any reason provided for by law shall be permitted to apply for conversion of a service retirement to a service connected disability retirement under R.S. 11:2258(B)(1)(e).
4. Should a member who is on disability retirement die and leave a surviving spouse, the surviving spouse shall receive a benefit of \$200 per month. When the member takes disability retirement, he may, in addition, take an actuarially reduced benefit in which case the member's surviving spouse shall receive 50% of the disability benefit being paid immediately prior to the death of the disabled retiree.

**Survivor's Benefits**

If an active employee dies and is not eligible for retirement, his survivors shall be paid:

1. If the employee is not eligible to retire and dies in the line of duty, their spouse will receive monthly, an annual benefit equal to 2/3 of the employee's average final compensation. If death is not in the line of duty, the spouse will receive monthly, an annual benefit equal to 3.0% of the member's average final compensation multiplied by his total years of service; however, the benefit shall not be less than 40.0%, or more than 60.0% of the employee's average final compensation.
2. Unmarried children of deceased employees will receive the greater of \$200 or 10.0% of the member's final average compensation per month until reaching the age of 18 or until the age of 22, if enrolled full time in an institution of higher education. Any unmarried surviving child of a deceased employee that has a total physical disability or an intellectual disability, regardless of age, shall receive the benefits as long as they are dependent on the surviving spouse or other legal guardian.
3. If an employee, who is eligible to retire, dies before retiring, the designated beneficiary shall be paid under option 2, survivor benefit equal to member's benefit.

**Cost-of-Living Increases**

Under the provisions of R.S. 11:246 and 11:2260 A (7), the board of trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of up to 3% of their current benefit, and all retired members and widows who are sixty-five years of age and older a 2% increase in their original benefit. In order for the board to grant either of these increases the system must meet certain criteria detailed in the statute related to funding status and interest earnings (R.S. 11:243). In lieu of these cost of living adjustments, pursuant to R.S. 11:241, the board may also grant an increase in the form of "Xx(A+B)" where "X" is any amount up to \$1 per month, and "A" is equal to the number of years of credited service accrued at retirement or at death of the member of retiree, and "B" is equal to the number of years since retirement or since death of the member or retiree to June 30th of the initial year of such increase.

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**Initial Benefit Option Plan**

Effective June 16, 1999, members eligible to retire and who do not choose to participate in DROP may elect to receive, at the time of retirement, an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. Such amounts may be withdrawn or remain in the IBO account earning interest at the same rate as the DROP account.

***Contributions***

Employer contributions are actuarially determined each year. For the year ended June 30, 2019, employer and employee contributions for members above the poverty line were 26.50% and 10.0%, respectively. The employer and employee contribution rates for those members below the poverty line were 28.50% and 8.0%, respectively.

The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue during the year ended June 30, 2018, and excluded from pension expense. Non-employer contributions received by the System during the year ended June 30, 2018, were \$25,953,989.

The City's contractually required contribution rate for the year ended June 30, 2019, was 26.50% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability.

Contributions to the pension plan from the City were \$83,306 for the year ended June 30, 2019.

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

At June 30, 2019, the City reported a liability of \$894,051 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018, and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The City's proportion of the Net Pension Liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the City's proportion was .155431%, which was a decrease of .198084 percentage points from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the City recognized pension expense of \$111,970 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$1,576.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to FRS from the following sources:

	<u>Governmental Activities</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ (68,047)
Changes of assumptions	62,369	(142)
Net difference between projected and actual earnings on pension plan investments	58,136	-
Change in proportion and differences between employer contributions and proportionate share of contributions	102,333	(288,584)
Employer contributions subsequent to the measurement date	<u>83,306</u>	<u>-</u>
Total	<u>\$ 306,144</u>	<u>\$ (356,773)</u>

Deferred outflows of resources of \$83,306 related to FRS resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to FRS will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	
2020	\$ 7,786
2021	(26,217)
2022	(53,521)
2023	(2,297)
2024	(27,629)
2025	<u>(32,057)</u>
	<u>\$ (133,935)</u>

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability of FRS as of June 30, 2018, are as follows:

Valuation date	June 30, 2018
Actuarial cost method	Entry Age Normal
Expected remaining service lives	7 years
Actuarial assumptions:	
Investment rate of return	7.30% per annum (net of fees)
Inflation rate	2.700% per annum
Projected salary increases	Vary from 15.00% in the first two years of service to 4.75% after 25 years
Mortality rates	The RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Tables projected to 2031 using Scale AA were selected for employee, annuitant, and beneficiary mortality
	RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females was selected for disabled annuitants
Cost of living adjustments	Only those previously granted

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009, through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities.

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

expected nominal rate of return was 8.09% as of June 30, 2018. Best estimates of real rates of return for each major asset class included in FRS' target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Long-Term Target Asset Allocation	Expected Portfolio Real Rate of Return
U.S. equity	22%	6.14%
Non U.S. equity	22%	7.46%
Global equity	10%	6.74%
Fixed income	26%	1.76%
Real estate	6%	4.38%
Private equity	4%	8.73%
Global tactical asset allocation	5%	4.31%
Risk parity	5%	4.89%
Totals	100%	4.60%

The discount rate used to measure the total pension liability was 7.30%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by the Board of Trustees and by the Public Retirement Systems' Actuarial Committee taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following presents City's proportionate share of the FRS's net pension liability calculated using the discount rate of 7.30%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

	One Percentage Point Decrease 6.30%	Current Discout Rate 7.30%	One Percentage Point Increase 8.30%
Net pension liability	\$ 1,304,632	\$ 894,051	\$ 549,022

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan's fiduciary net position is available in the separately issued Firefighters' Retirement System of Louisiana Annual Financial Report at [www.lafirefightersret.com](http://www.lafirefightersret.com) or on [www.lla.state.la.us](http://www.lla.state.la.us).

***Payables to the Pension Plan***

These financial statements include a payable to the pension plan of \$ 9,433, which is the legally required contribution due at June 30, 2019. This amount is recorded in accrued expenses.

**D. Louisiana State Employees' Retirement System (LASERS)**

***Plan Description***

The City contributes to LASERS on behalf of the city judge of the City Court of Jennings (Ward 2). LASERS is a cost-sharing multiple employer defined benefit pension plan. LASERS was established to provide retirement, disability, and survivor benefits to eligible state officers, employees, and their beneficiaries as defined in LRS 11:411-414.

LASERS issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.lasersonline.org](http://www.lasersonline.org) or [www.lla.state.la.us](http://www.lla.state.la.us).

***Benefits Provided***

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

**Retirement Benefits**

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the members' hire date, employer, and job classification. Rank and file members hired prior to July 1, 2006 may either retire with full benefits at any age upon completing thirty years of creditable service and at age 60 upon completing ten years of creditable service depending on their plan. Those members hired between July 1, 2006 and June 30, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015 may retire at age 62 upon completing five years of creditable service.

The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

**Deferred Retirement Option Plan (DROP) Benefits**

The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

**Initial Benefit Option**

Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. For members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

**Disability Benefits**

Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age. Upon reaching age 60, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees. For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation.

**Survivor's Benefits**

Certain eligible surviving dependents receive benefits based on the deceased members' compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011 who was in state service at the time of death must have a minimum of five years of service credit, at least two of which were earned immediately prior to death, or who had a minimum of twenty years of service credit regardless of when earned in order for a benefit to be paid to a minor or handicapped child. Benefits are

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child. The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned. A deceased member's spouse must have been married for at least one year before death.

**Cost-of-Living Increases**

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), that are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

***Contributions***

The employer contribution rate is established annually under La. R.S. 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. Each plan pays a separate actuarially-determined employer contribution rate. However, all assets of LASERS are used for the payment of benefits for all classes of members, regardless of their plan membership. Rates for the year ended June 30, 2019, employer and employee contributions for Judges hired before January 1, 2011 were 40.1% and 11.5%, respectively.

The City's contractually required contribution rate for the year ended June 30, 2019, was 40.1% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability.

Contributions to the pension plan from the City were \$3,547 for the year ended June 30, 2019.

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

At June 30, 2019, the City reported a liability of \$33,486 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The City's proportion of the Net Pension Liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the City's proportion was .000491%, which was a decrease of .000019 percentage points from its proportion measured as of June 30, 2017.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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For the year ended June 30, 2019, the City recognized pension expense of \$2,734 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$3,524.

At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to LASERS from the following sources:

	<u>Governmental Activities</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ (376)
Changes of assumptions	341	-
Net difference between projected and actual earnings on pension plan investments	434	-
Change in proportion and differences between employer contributions and proportionate share of contributions	-	(1,037)
Employer contributions subsequent to the measurement date	<u>3,547</u>	<u>-</u>
Total	<u>\$ 4,322</u>	<u>\$ (1,413)</u>

Deferred outflows of resources of \$3,547 related to LASERS resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to LASERS will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	
2020	\$ 362
2021	(59)
2022	(818)
2023	<u>(123)</u>
	<u>\$ (638)</u>

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability of LASERS as of June 30, 2018, are as follows:

Valuation date	June 30, 2018																		
Actuarial cost method	Entry Age Normal																		
Expected remaining service lives	3 years																		
Actuarial assumptions:																			
Investment rate of return	7.65% per annum																		
Inflation rate	2.75% per annum																		
Projected salary increases	Salary increases were projected based on a 2009-2013 experience study of the System's members. The salary increase ranges for specific types of members are:																		
	<table border="1"> <thead> <tr> <th>Member Type</th> <th>Lower Range</th> <th>Upper Range</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>3.80%</td> <td>12.80%</td> </tr> <tr> <td>Judges</td> <td>2.80%</td> <td>5.30%</td> </tr> <tr> <td>Corrections</td> <td>3.40%</td> <td>14.30%</td> </tr> <tr> <td>Hazardous Duty</td> <td>3.40%</td> <td>14.30%</td> </tr> <tr> <td>Wildlife</td> <td>3.40%</td> <td>14.30%</td> </tr> </tbody> </table>	Member Type	Lower Range	Upper Range	Regular	3.80%	12.80%	Judges	2.80%	5.30%	Corrections	3.40%	14.30%	Hazardous Duty	3.40%	14.30%	Wildlife	3.40%	14.30%
Member Type	Lower Range	Upper Range																	
Regular	3.80%	12.80%																	
Judges	2.80%	5.30%																	
Corrections	3.40%	14.30%																	
Hazardous Duty	3.40%	14.30%																	
Wildlife	3.40%	14.30%																	
Mortality rates	<p>Non-disabled members - Mortality rates based on the RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015</p> <p>Disabled members - Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.</p>																		
Termination, disability, and retirement	Termination, disability, and retirement assumptions were projected based on a five-year (2009-2013) experience study of the System's members.																		
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 projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.																		

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 3.25% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 8.83% for 2018. Best estimates of geometric real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Expected Long Term Real Rate of Return
Cash	-0.48%
Domestic equity	4.31%
International equity	5.26%
Domestic fixed income	1.49%
International fixed income	2.23%
Alternative investments	7.67%
Risk Parity	4.96%
Total fund	5.40%

The discount rate used to measure the total pension liability was 7.65%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following presents the City's proportionate share of the LASERS's Net Pension Liability calculated using the discount rate of 7.65%, as well as what the City's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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	One Percentage Point Decrease 6.65%	Current Discout Rate 7.65%	One Percentage Point Increase 8.65%
Net pension liability	\$ 42,261	\$ 33,486	\$ 25,928

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan's fiduciary net position is available in the separately issued Louisiana State Employees' Retirement System of Louisiana Annual Financial Report at [www.lasersonline.org](http://www.lasersonline.org) or on [www.la.state.la.us](http://www.la.state.la.us).

***Payables to the Pension Plan***

These financial statements include a payable to the pension plan of \$ 386, which is the legally required contribution due at June 30, 2019. This amount is recorded in accrued expenses.

(14) LANDFILL JOINT VENTURE

The City is a participant in a joint venture referred to as the Jefferson Davis Parish Sanitary Landfill Commission. This entity was chartered on February 17, 1984. The Commission's purpose is the establishment of a long-term plan for the disposal of solid wastes in Jefferson Davis Parish. The Commission has contracted the operations of the landfill to an outside party. According to the contract, the contractor is responsible for any costs related to pollution remediation and eventual site closure. According to the charter, each participant in the Commission is responsible for a pro rata share of any operating deficits. Likewise, any distributions of surpluses are also shared on a pro rata basis. Each participant's pro rata share is based on the number of households within each participant's unit to the total number of households within all participating units. These proportions were determined using the 1980 U.S. Census as follows:

<u>Locality</u>	<u>Number of Households</u>	<u>Percentages</u>
Jennings	4,161	.421196
Welsh	1,167	.118129
Lake Arthur	1,212	.122684
Parish (excluding Jennings, Welsh, Lake Arthur, & Elton)	<u>3,339</u>	<u>.337991</u>
Totals	<u>9,879</u>	<u>1.000000</u>

The Commission consists of six commissioners as follows: two residents of Jennings, one resident of Welsh, one resident of Lake Arthur, and two residents of Jefferson Davis Parish living outside the city limits of the Jennings, Welsh, Lake Arthur and Elton. The Commission members are to be appointed by the governing body of their place of residence.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
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The Commission has the power and authority to employ personnel, adopt its own budget and enter into agreements necessary for the operation of the Landfill. In certain instances, some agreements must be consented to by all six members of the Commission. Separate financial statements are available from the Jefferson Davis Parish Landfill Commission upon request.

Condensed financial information for the Jefferson Davis Parish Sanitary Landfill as of December 31, 2018 (the latest available audited financial statements) were as follows:

	Total	Jennings (42.1196%)
Total assets	\$ 6,085,563	\$ 2,563,215
Deferred outflows of resources	52,743	22,215
Total liabilities	16,188	6,818
Deferred inflows of resources	68,772	28,966
Total net position	6,053,346	2,549,645
Total program revenues	3,325,248	1,400,581
General revenues	180,659	76,093
Distributions to member governments	2,695,562	1,135,360
Total expenses	684,899	288,477
Change in net position	125,446	52,837

As of December 31, 2018, the Commission had no long-term debt outstanding.

The Landfill Commission as owner of a sanitary landfill is subject to Environmental Protection Agency (EPA) regulations that require monitoring the landfill site for 30 years following closure of the site in addition to other closure requirements. These regulations also mandate that landfill owners provide financial assurances that they will have the resources available to satisfy the postclosure standards. These guarantees can be third-party trusts, surety bonds, letters of credit, insurance, or state sponsored plans. According to the Commission's contract with the site operator, "...the contractor shall be responsible for closure in accordance with the permit...". Additionally, "...the contractor's post-closure care, maintenance and monitoring responsibility shall be three (3) years, or as required by law,...". In the event the operator is for whatever reason unwilling or unable to fulfill this requirement, the responsibility for closure and post closure monitoring will revert back to the Commission.

Additionally, because of the industry the Commission participates in, certain potential liabilities are always present. These include, but are not limited to, environmental cleanup costs and EPA penalties for violation of its regulations. The EPA is empowered by law (through the Superfund legislation) to seek recovery from anyone who ever owned or operated a particular contaminated site, or anyone who ever generated or transported hazardous materials to a site (these parties are

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

commonly referred to as potentially responsible parties, or PRPs). Potentially, the liability can extend to subsequent owners or to the parent company of a PRP. While there are no asserted or unasserted potential costs or penalties at the date of this report that the Commission is aware of, the potential is present.

For the year ended June 30, 2019, the City received \$126,359 from this Commission as its proportionate distribution, plus \$10,000 for economic development. The City also received \$876,671 as its share of gas revenues from this Commission. The Commission is classified as a governmental activity and the City of Jennings has not included its 42.1% share of the Commission's net assets in these financial statements.

(15) ECONOMIC DEVELOPMENT COMMISSION JOINT VENTURE

The City is a participant in a joint venture referred to as the Jefferson Davis Parish Economic Development Commission. This entity was chartered on January 30, 2007. The Commission's purpose is to act as an agency to enhance economic development and sustainable growth in Jefferson Davis Parish. According to the charter, each member is responsible for contributing to the Commission an amount equal to the percentage as stated in the Commission's charter. The proportion of annual participation shall be as follows:

<u>Member</u>	<u>Percentage</u>	<u>Not to Exceed</u>
City of Jennings	.395	\$ 75,000
Jefferson Davis Parish Tourist Commission	.395	75,000
Town of Welsh	<u>.210</u>	40,000
Total	<u>1.00</u>	

The Commission consists of seven commissioners as follows: three residents of the City of Jennings, three representatives appointed by the Jefferson Davis Parish Tourist Commission, and one resident of the Town of Welsh. The Commission members are to be appointed by the governing body of their place of residence.

The Commission has the power and authority to employ a director to oversee and manage the operation of the commission office, hire other staff as needed, adopt its own budget, and enter into contracts for professional services necessary for the operation of the Commission.

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

Condensed financial information for the Jefferson Davis Economic Development Commission as of December 31, 2017 (the latest available audited financial statements) were as follows:

	<u>Total</u>	<u>Jennings (39.5%)</u>
Total assets	\$ 172,657	\$ 68,200
Total liabilities	6,579	2,599
Total net position	166,078	65,601
Total program revenues	175,000	69,125
General revenues	17,227	6,805
Total expenses	181,076	71,525
Change in net position	11,151	4,405

As of December 31, 2018, the Commission had no long-term debt outstanding.

The Commission is classified as a governmental activity and the City of Jennings has not included its 39.5% share of the Commission's net assets in these financial statements.

(16) COMPENSATION PAID TO MAYOR AND CITY COUNCIL

Salaries paid to the Mayor and Council during the year was as follows:

Henry Guinn, Mayor	\$ 65,000
William J. Armentor	6,000
Carolyn Simon	6,000
Stevie VanHook	6,000
Anthony LeBlanc	6,000
Trey Myers	<u>6,000</u>
Total	<u><u>\$ 95,000</u></u>

CITY OF JENNINGS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

(17) RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City has elected to purchase insurance coverage through the commercial insurance market to cover its exposure to loss. The City is insured up to policy limits for each of the above risks. There were no significant changes in coverages, retentions, or limits during the year ended June 30, 2019. Settled claims have not exceeded the commercial coverage in any of the previous three fiscal years.

(18) LITIGATION AND CONTINGENT LIABILITIES

The City is involved in lawsuits for damages, discrimination, and personal injury. In the opinion of the City's attorney, these suits are without merit and/or adequately covered by liability insurance presently enforce by the City, except for policy deductibles which are considered to be immaterial.

(19) FEDERAL GRANT

The City participates in federally assisted grant programs. These programs are subject to the program compliance audits by the grantors. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time. The City's management feels such disallowances, if any, will be immaterial.

(20) ON-BEHALF PAYMENTS FOR SALARIES

During 1996 the City implemented GASB Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. This standard requires the City to report in the financial statements on-behalf salary payments made by the State of Louisiana to certain groups of city employees. Supplementary salary payments are made by the state directly to certain groups of employees. The City is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditure payments is the actual contribution made by the state. For the year ended June 30, 2019 the state paid supplemental salaries to the City's police, firemen and city marshal. On-behalf payments recorded as revenues and expenditures in the general fund financial statements for the year ended June 30, 2019 totaled \$213,802.

(21) SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 31, 2019, the date which the financial statements were available to be issued.

## **Required Supplemental Information**

**CITY OF JENNINGS, LOUISIANA**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances-**  
**Budget and Actual**  
**General Fund**  
**For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Favorable / (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Local sources:				
Taxes				
Ad valorem	\$ 466,000	\$ 466,000	\$ 470,944	\$ 4,944
Sales and use	2,600,000	2,600,000	2,493,339	(106,661)
Franchise tax	540,000	540,000	661,611	121,611
Other taxes, penalties, interest, etc.	33,000	33,000	16,332	(16,668)
Licenses and permits	510,000	510,000	560,827	50,827
Fees, charges, and commissions for services	1,066,000	1,066,000	1,061,582	(4,418)
Fines and forfeitures	33,000	33,000	46,756	13,756
Investment earnings	24,950	24,950	49,480	24,530
Other revenues	1,348,499	1,348,499	1,498,132	149,633
State sources:				
State revenue sharing	25,000	25,000	24,489	(511)
Other state sources	568,000	568,000	590,988	22,988
Federal sources				
	-	-	3,289	3,289
<b>Total revenues</b>	<b>7,214,449</b>	<b>7,214,449</b>	<b>7,477,769</b>	<b>263,320</b>
<b>Expenditures</b>				
General government	1,125,888	1,125,888	1,062,657	63,231
Public safety	4,623,911	4,623,911	3,983,367	640,544
Public works	1,087,614	1,087,614	1,069,791	17,823
Cultural and recreation	1,423,854	1,423,854	888,900	534,954
Health & welfare	5,000	5,000	2,488	2,512
Community development	9,750	9,750	9,750	-
Economic development	40,000	40,000	40,000	-
<b>Total expenditures</b>	<b>8,316,017</b>	<b>8,316,017</b>	<b>7,056,953</b>	<b>1,259,064</b>
Excess (deficiency) of revenues over (under) expenditures	(1,101,568)	(1,101,568)	420,816	1,522,384
<b>Other financing sources (uses)</b>				
Transfers in	1,084,667	1,084,667	1,107,768	23,101
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>1,084,667</b>	<b>1,084,667</b>	<b>1,113,273</b>	<b>28,606</b>
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses	(16,901)	(16,901)	1,534,089	1,550,990
<b>Fund balance at beginning of year</b>	<b>9,282,023</b>	<b>9,282,023</b>	<b>9,282,023</b>	<b>-</b>
<b>Fund balance at end of year</b>	<b>\$ 9,265,122</b>	<b>\$ 9,265,122</b>	<b>\$ 10,816,112</b>	<b>\$ 1,550,990</b>

See accompanying notes to the Required Supplementary Information.

**CITY OF JENNINGS, LOUISIANA**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances-**  
**Budget and Actual**  
**1994 1% Sales Tax Fund**  
**For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Favorable / (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Local sources				
Taxes:				
Sales and use	\$ 2,600,000	\$ 2,600,000	\$ 2,493,339	\$ (106,661)
Investment earnings	10,000	10,000	12,810	2,810
Total revenues	<u>2,610,000</u>	<u>2,610,000</u>	<u>2,506,149</u>	<u>(103,851)</u>
<b>Expenditures</b>				
Public safety	120,000	120,000	118,590	1,410
Public works	930,000	930,000	205,000	725,000
Capital outlay	60,000	60,000	-	60,000
Total expenditures	<u>1,110,000</u>	<u>1,110,000</u>	<u>323,590</u>	<u>786,410</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,500,000</u>	<u>1,500,000</u>	<u>2,182,559</u>	<u>682,559</u>
<b>Other financing sources (uses)</b>				
Transfers out	(1,958,259)	(1,958,259)	(1,958,259)	-
Total other financing sources (uses)	<u>(1,958,259)</u>	<u>(1,958,259)</u>	<u>(1,958,259)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses	(458,259)	(458,259)	224,300	682,559
<b>Fund balance (deficit) at beginning of year</b>	<u>1,152,957</u>	<u>1,152,957</u>	<u>1,152,957</u>	<u>-</u>
<b>Fund balance (deficit) at end of year</b>	<u>\$ 694,698</u>	<u>\$ 694,698</u>	<u>\$ 1,377,257</u>	<u>\$ 682,559</u>

See accompanying notes to the Required Supplementary Information.

## CITY OF JENNINGS, LOUISIANA

**Municipal Employees' Retirement System**  
**Schedule of Employer's Share of Net Pension Liability**

For the Year Ended June 30, 2019\*

Year ended June 30,	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
2019	2.190497%	\$ 1,852,792	\$ 1,623,332	114.1%	63.9%
2018	2.183565%	\$ 1,889,292	\$ 1,620,762	116.6%	62.5%
2017	2.246939%	\$ 1,862,507	\$ 1,650,846	112.8%	62.1%
2016	2.431884%	\$ 1,652,823	\$ 1,694,352	97.5%	68.7%
2015	2.446385%	\$ 1,148,571	\$ 1,651,012	69.6%	76.9%

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

## CITY OF JENNINGS, LOUISIANA

**Municipal Police Employees' Retirement System**  
**Schedule of Employer's Share of Net Pension Liability**

For the Year Ended June 30, 2019\*

Year ended June 30,	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
2019	0.357444%	\$ 3,021,853	\$ 1,055,593	286.3%	71.9%
2018	0.360008%	\$ 3,143,022	\$ 1,074,736	292.4%	70.1%
2017	0.369931%	\$ 3,467,296	\$ 1,036,254	334.6%	66.0%
2016	0.404035%	\$ 3,165,192	\$ 1,080,767	292.9%	70.7%
2015	0.424652%	\$ 2,656,657	\$ 1,099,638	241.6%	75.1%

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

## CITY OF JENNINGS, LOUISIANA

**Firefighters' Retirement System of Louisiana**  
**Schedule of Employer's Share of Net Pension Liability**

For the Year Ended June 30, 2019\*

Year ended June 30,	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
2018	0.155431%	\$ 894,051	\$ 370,058	241.6%	74.8%
2018	0.198084%	\$ 1,135,388	\$ 462,498	245.5%	73.5%
2017	0.194830%	\$ 1,274,364	\$ 439,300	290.1%	68.2%
2016	0.163219%	\$ 880,911	\$ 346,870	254.0%	72.4%
2015	0.194955%	\$ 867,533	\$ 374,728	231.5%	76.0%

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

## CITY OF JENNINGS, LOUISIANA

Louisiana State Employees' Retirement System  
 Schedule of Employer's Share of Net Pension Liability

For the Year Ended June 30, 2019\*

Year ended June 30,	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
2019	0.000491%	\$ 33,486	\$ 8,846	378.5%	64.3%
2018	0.000510%	\$ 35,898	\$ 8,880	404.3%	62.5%
2017	0.000515%	\$ 40,441	\$ 8,914	453.7%	57.7%
2016	0.000639%	\$ 43,462	\$ 8,880	489.4%	62.7%
2015	0.000510%	\$ 31,702	\$ 9,118	347.7%	65.0%

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

## CITY OF JENNINGS, LOUISIANA

Municipal Employees' Retirement System  
Schedule of Employer Contributions

For the Year Ended June 30, 2019\*

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2019	\$ 226,971	\$ 226,971	\$ -	\$ 1,621,223	14.0%
2018	\$ 215,091	\$ 215,091	\$ -	\$ 1,623,332	13.2%
2017	\$ 178,284	\$ 178,284	\$ -	\$ 1,620,762	11.0%
2016	\$ 156,830	\$ 156,830	\$ -	\$ 1,650,846	9.5%
2015	\$ 160,964	\$ 160,964	\$ -	\$ 1,694,352	9.5%
2014	\$ 140,288	\$ 140,288	\$ -	\$ 1,651,012	8.5%

\*Amounts presented were determined as of the end of the fiscal year.

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

## CITY OF JENNINGS, LOUISIANA

Municipal Police Employees' Retirement System  
Schedule of Employer Contributions

For the Year Ended June 30, 2019\*

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2019	\$ 309,549	\$ 309,549	\$ -	\$ 959,843	32.2%
2018	\$ 324,595	\$ 324,595	\$ -	\$ 1,055,593	30.8%
2017	\$ 341,229	\$ 341,229	\$ -	\$ 1,074,736	31.8%
2016	\$ 305,695	\$ 305,695	\$ -	\$ 1,036,254	29.5%
2015	\$ 340,442	\$ 340,442	\$ -	\$ 1,080,767	31.5%
2014	\$ 329,923	\$ 329,923	\$ -	\$ 1,099,638	30.0%

\*Amounts presented were determined as of the end of the fiscal year.

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

## CITY OF JENNINGS, LOUISIANA

**Firefighters' Retirement System of Louisiana  
 Schedule of Employer Contributions**
**For the Year Ended June 30, 2019\***

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2019	\$ 83,306	\$ 83,306	\$ -	\$ 314,363	26.5%
2018	\$ 98,065	\$ 98,065	\$ -	\$ 370,058	26.5%
2017	\$ 116,781	\$ 116,781	\$ -	\$ 462,498	25.3%
2016	\$ 119,709	\$ 119,709	\$ -	\$ 439,300	27.2%
2015	\$ 101,460	\$ 101,460	\$ -	\$ 346,870	29.3%
2014	\$ 102,448	\$ 102,448	\$ -	\$ 374,728	27.3%

\*Amounts presented were determined as of the end of the fiscal year.

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

## CITY OF JENNINGS, LOUISIANA

Louisiana State Employees' Retirement System  
Schedule of Employer Contributions

For the Year Ended June 30, 2019\*

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2019	\$ 3,547	\$ 3,547	\$ -	\$ 8,846	40.1%
2018	\$ 3,547	\$ 3,547	\$ -	\$ 8,846	40.1%
2017	\$ 3,374	\$ 3,374	\$ -	\$ 8,880	38.0%
2016	\$ 3,396	\$ 3,396	\$ -	\$ 8,914	38.1%
2015	\$ 3,685	\$ 3,685	\$ -	\$ 8,880	41.5%
2014	\$ 3,213	\$ 3,213	\$ -	\$ 9,118	35.2%

\*Amounts presented were determined as of the end of the fiscal year.

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

CITY OF JENNINGS, LOUISIANA

Notes to the Required Supplementary Information  
As of and for the Year Ended June 30, 2019

**1. BUDGETS**

Basis of Accounting

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the City. Legally, the City must adopt a balanced budget; that is total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the City to amend its budgets when revenues plus projected revenues within a fund are expected to be less than budgeted revenues by five percent or more and/or expenditures within a fund are expected to exceed budgeted expenditures by five percent or more.

Explanation of Significant Difference Between Original and Final Budget

There were no significant differences between the original and final budget for the year ended June 30, 2019.

**2. PENSIONS**

Changes of Benefit Terms

For MERS, FRS, MPERS, and LASERS, there were no changes of benefit terms for the year ended June 30, 2018.

Changes of Assumptions

Municipal Employees' Retirement System

For the actuarial valuation for the year ended June 30, 2018, the discount rate was reduced from 7.40% to 7.275%. Inflation rate was reduced from 2.775% to 2.60%. Expected remaining service lives was changed from 4 years to 3 years.

Firefighters' Retirement System

For the actuarial valuation for the year ended June 30, 2018, the discount rate was reduced from 7.40% to 7.30%. Inflation rate was reduced from 2.775% to 2.70%.

Municipal Police Employees' Retirement System

For the actuarial valuation for the year ended June 30, 2018, the discount rate was reduced from 7.325% to 7.200%. Inflation rate was reduced from 2.70% to 2.60%.

Louisiana State Employees' Retirement System

For the actuarial valuation for the year ended June 30, 2018, the discount rate was reduced from 7.70% to 7.65%.

## **Other Supplemental Schedules**

**CITY OF JENNINGS, LOUISIANA**  
**Combining Balance Sheet**  
**Non-major Governmental Funds**

June 30, 2019

	Special Revenue		Capital Projects	Debt Service	Total Nonmajor Governmental Funds
	Street Fund	Library Fund	Facilities Improvements Fund	Facilities Improvements Sinking Fund	
<b>ASSETS</b>					
Cash and cash equivalents	\$ 864,141	\$ 291,048	\$ -	\$ 121,664	\$ 1,276,853
Investments	-	17,701	-	-	17,701
Receivables (net of allowances for uncollectibles)	9,241	1,207	-	-	10,448
Prepaid items	495	4,068	-	-	4,563
Restricted cash and cash equivalents	-	-	311,258	484,475	795,733
Total assets	<u>\$ 873,877</u>	<u>\$ 314,024</u>	<u>\$ 311,258</u>	<u>\$ 606,139</u>	<u>\$ 2,105,298</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts, salaries, and other payables	\$ 6,184	\$ 3,776	\$ 45,770	\$ -	\$ 55,730
Total liabilities	<u>6,184</u>	<u>3,776</u>	<u>45,770</u>	<u>-</u>	<u>55,730</u>
Fund balances:					
Restricted for:					
Public works	867,693	-	-	-	867,693
Culture and recreation	-	310,248	-	-	310,248
Debt service	-	-	-	606,139	606,139
Capital projects	-	-	265,488	-	265,488
Total fund balances	<u>867,693</u>	<u>310,248</u>	<u>265,488</u>	<u>606,139</u>	<u>2,049,568</u>
Total liabilities and fund balances	<u>\$ 873,877</u>	<u>\$ 314,024</u>	<u>\$ 311,258</u>	<u>\$ 606,139</u>	<u>\$ 2,105,298</u>

The accompanying notes are an integral part of this statement.

**CITY OF JENNINGS, LOUISIANA**  
**Non-major Governmental Funds**

**Combining Statement of Revenues, Expenditures and  
and Changes in Fund Balances**

**For the Year Ended June 30, 2019**

	Special Revenue		Capital Projects	Debt Service	Total
	Street Fund	Library Fund	Facilities Improvements Fund	Facilities Improvements Sinking Fund	Nonmajor Governmental Funds
<b>REVENUES</b>					
Local sources:					
Taxes					
Ad valorem	\$ 582,830	\$ 260,846	\$ -	\$ -	\$ 843,676
Other taxes, penalties, interest, etc.	1,252	561	-	-	1,813
Fines and forfeitures	-	88	-	-	88
Investment earnings	12,870	2,141	480	-	15,491
Other revenues	-	33,001	-	-	33,001
State sources:					
Other state funds	13,090	-	-	-	13,090
Total revenues	<u>610,042</u>	<u>296,637</u>	<u>480</u>	<u>-</u>	<u>907,159</u>
<b>EXPENDITURES</b>					
General government	-	-	-	1,200	1,200
Public works	891,440	-	-	-	891,440
Cultural and recreation	-	266,574	-	-	266,574
Debt service	-	-	-	471,424	471,424
Capital outlay	-	-	85,843	-	85,843
Total expenditures	<u>891,440</u>	<u>266,574</u>	<u>85,843</u>	<u>472,624</u>	<u>1,716,481</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(281,398)</u>	<u>30,063</u>	<u>(85,363)</u>	<u>(472,624)</u>	<u>(809,322)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	400,968	-	-	472,624	873,592
Gain (loss) on sale of capital assets	-	-	-	-	-
Total other financing sources and uses	<u>400,968</u>	<u>-</u>	<u>-</u>	<u>472,624</u>	<u>873,592</u>
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses	<u>119,570</u>	<u>30,063</u>	<u>(85,363)</u>	<u>-</u>	<u>64,270</u>
Fund balances - beginning	748,123	280,185	350,851	606,139	1,985,298
Fund balances - ending	<u>\$ 867,693</u>	<u>\$ 310,248</u>	<u>\$ 265,488</u>	<u>\$ 606,139</u>	<u>\$ 2,049,568</u>

The accompanying notes are an integral part of this statement.

## CITY OF JENNINGS, LOUISIANA

Schedule of Compensation, Benefits, and other Payments  
to Agency Head or Chief Executive Officer

For the Year Ended June 30, 2019

Agency Head Name: Mayor Henry Guinn

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 65,000
Benefits-insurance	8,686
Benefits-retirement	9,100
Benefits-other	-
Mileage	4,135
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	215
Registration fees	195
Conference travel	1,331
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	470
	<hr/>
	\$ 89,132
	<hr/> <hr/>

The accompanying notes are an integral part of this statement.

## **Other Reports**



# J. Aaron Cooper, CPA, LLC

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P.O. Box 918 • 106 West Nezpique Street • Jennings, Louisiana 70546

*Member of the American Institute of Certified Public Accountants and the Society of Louisiana Certified Public Accountants.*

*Recipient of Advanced Single Audit Certificate*

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*

The Mayor and Members  
of the City Council  
City of Jennings, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Jennings, Louisiana, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's primary government basic financial statements and have issued my report thereon dated December 31, 2019.

## **Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, I do not express an opinion on the effectiveness of the City's internal control.

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

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I 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 the City's financial statements are free from material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which are described in the accompanying corrective action plan for current year findings as item 2019-01.

**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.

This report is intended solely for the information and use of management, the City Council, others within the entity, the Legislative Auditor, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, under the provisions of Louisiana Revised Statutes 24:513 and 44:6, this report is a matter of public record and its distribution is not limited.



Certified Public Accountants

Jennings, Louisiana  
December 31, 2019

## **CITY OF JENNINGS, LOUISIANA**

### **Corrective Action Plan for Current Year Findings For the Year Ended June 30, 2019**

#### 2019-01 Compliance

Condition: During my testing of compliance, I noted several instances of noncompliance with the Louisiana Public Bid Law

Criteria: Public entities must follow Public Bid Law requirements per Louisiana Revised Statute 38:2211.

Cause: The City does not have adequate policies, procedures, and controls in place to monitor its expenditures in accordance with the Public Bid Law.

Effect: The City was not in compliance with the Louisiana Public Bid Law as required by Louisiana Revised Statute 38:2211.

Recommendation: The city's management should establish policies and procedures that provide reasonable assurance that purchases comply with the Louisiana Public Bid Law.

Management's response: All personnel responsible for complying with the Public Bid Law will be informed of its requirements. The City's management will ensure that purchases comply with the Louisiana Public Bid Law in future years.

**CITY OF JENNINGS, LOUISIANA**

**Schedule of Prior Year Findings  
For the Year Ended June 30, 2019**

No prior year findings.

**CITY OF JENNINGS, LOUISIANA**

**Statewide Agreed-Upon  
Procedures Report**

**For the Year Ended June 30, 2019**



# J. Aaron Cooper, CPA, LLC

P.O. Box 918 • 106 West Nezpique Street • Jennings, Louisiana 70546

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Recipient of Advanced Single Audit Certificate*

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

The Mayor and Members  
of the City Council  
City of Jennings, Louisiana

I have performed the procedures enumerated below, which were agreed to by City of Jennings, Louisiana and the Louisiana Legislative Auditor, State of Louisiana, on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Entity's management is responsible for those control and compliance areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

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

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- 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
- 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)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- 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.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

*The City of Jennings, Louisiana maintains written policies for all areas except addition of vendors to the vendor list, management's actions to determine the completeness of all collections for each type of revenue or agency fund additions, and disaster recovery/business continuity. However, it was noted that the client is in process of implementing a disaster recovery/business continuity policy.*

*Management is aware of the exceptions and will consider implementing additional policies.*

### ***Board or Finance Committee***

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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.
- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

*The City Council meets monthly. No meetings without a quorum were noted. The minutes of the meetings did not mention monthly budget-to-actual reports; however, it was noted that budget-to-actual comparisons are given to council members each month for their review. The City of Jennings did not have any negative fund balances in the prior audit.*

*Management is aware of the exceptions and will consider implementing additional procedures.*

### ***Bank Reconciliations***

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3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - 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
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*Bank reconciliations for 5 accounts were tested. The reconciliations were all prepared within 2 months of the related statement closing date. The City's main operating account did contain evidence that Mayor reviewed the bank reconciliations. The other 4 accounts tested did not contain evidence that management or council members separate from involvement of transactions reviewed the bank reconciliations. However, it was noted that the Mayor reviews and initials the bank statements. Three bank reconciliations did not have any reconciling items that were outstanding for more than 12 months from the statement closing date. The other two bank reconciliations had stale dated checks that did not include any evidence that management has researched the reconciling items. It was noted that the City does report outstanding checks to state unclaimed property once the holding period has been met.*

*Management is aware of the exceptions and will consider implementing additional procedures.*

### Collections

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
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.
  - 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.
  - 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.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
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.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- 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).
- e) Trace the actual deposit per the bank statement to the general ledger.

*Deposit sites and cash collection locations were obtained from management. The location selected for collection testing was the City's Fire Department. None of the persons collecting cash are required to share the same drawer with another employee. Each employee responsible for collecting cash is not responsible for preparing bank deposits unless another employee reconciles collection documentation to the deposit. Employees responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official reconciles the ledger postings to each other and to the deposit. The employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash without another employee verifying the reconciliation. All employees who are involved in cash collection are bonded. Receipts are sequentially pre-numbered when applicable and can be traced to deposit slips and bank statement. Collection documentation was obtained indicating that 2 deposits were not made within one day of collection. All collections were completely supported by documentation. Actual deposits agree to general ledger.*

*Management is aware of the exceptions and will consider implementing additional procedures.*

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

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

of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*Only the City Hall and Police Department process payments. Some written policies and procedures exist and employees are knowledgeable of their assigned duties. At least two employees were found to be involved in initiating a purchase request, approving a purchase, and making the purchase. Also, two employees were found to be involved in processing and approving payments to vendors. The person responsible for processing payments is not prohibited from adding vendors to the entity's purchasing/disbursement system. Signatories do not mail the checks and do not give the signed checks to an employee to mail who is not responsible for processing payments. The selected disbursements matched the original invoice. The disbursement documentation included evidence of segregation of duties.*

*Management is aware of the exceptions and will consider implementing additional procedures.*

### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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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.
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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, 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).

*Observation: This procedure was performed in year one with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.*

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - 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).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Observation: This procedure was performed in year two with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.*

## ***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 (e.g., solicited quotes or bids, advertised), if required by law.
  - 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).
  - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
  - 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.

<p><i>Observation: This procedure was performed in year one with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.</i></p>
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## ***Payroll and Personnel***

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16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

*Observation: This procedure was performed in year one with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.*

### ***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.
  - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

*Observation: This procedure was performed in year one with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.*

### ***Debt Service***

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

*Observation: This procedure was performed in year one with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.*

*Other*

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

*Observation: This procedure was performed in year one with no exceptions. Per instructions of the Legislative Auditor, this procedure is not applicable for year three.*

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

*J. Aaron Cozart, CPA, LLC*

December 31, 2019