

Village of Clarence

Clarence, Louisiana

Annual Financial Statements
with Independent Auditor's Report

As of and For the Year Ended
June 30, 2025
with Supplemental Information Schedules

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As of and for the year ended June 30, 2025
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Independent Auditor's Report

Village of Clarence
Clarence, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Clarence, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Village of Clarence's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, and each major fund of the Village of Clarence, as of June 30, 2025, 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.

Basis for Opinions

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

Responsibility of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Clarence's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head; the Schedule of Compensation Paid Aldermen; the Schedule of Justice System Funding Collecting/Disbursing Entity; the LCDBG Schedule of Net Position; and the LCDBG Schedule of Revenues, Expenses, and Changes in Net Position are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head; the Schedule of Compensation Paid Aldermen; and the Schedule of Justice System Funding Collecting/Disbursing Entity are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head; the Schedule of Compensation Paid Aldermen; the Schedule of Justice System Funding Collecting/Disbursing Entity; the LCDBG Schedule of Net Position; and the LCDBG Schedule of Revenues, Expenses, and Changes in Net Position 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, we have also issued our report dated December 31, 2025, on our consideration of the Village of Clarence's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Village of Clarence's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued our report dated December 31, 2025, on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards. The purpose of that report is solely to describe the scope of our testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued our report dated February 27, 2026, on the results of our Fiscal Administrator's Final Report and Three-Year Plan Agreed-Upon Procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards. The purpose of that report is solely to describe the scope of our testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 31, 2025

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

Village of Clarence
Clarence, Louisiana

Statement of Net Position
As of June 30, 2025

	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and equivalents	\$ 74,132	\$ 53,046	\$ 127,178
Accounts receivable	49,426	14,095	63,521
Cash and equivalents - restricted	-	9,359	9,359
Capital assets (net of accumulated depreciation)	11,152	2,138,952	2,150,104
Total Assets	134,710	2,215,452	2,350,162
Deferred Outflows of Resources			
Liabilities			
Accounts payable	6,296	29,827	36,123
Payroll liabilities	19,406	13,159	32,565
Customer meter deposits	-	15,316	15,316
Total Liabilities	25,702	58,302	84,004
Deferred Inflows of Resources			
Deferred revenue - ARPA	-	17,106	17,106
Total Deferred Inflows of Resources	-	17,106	17,106
Net Position			
Net investment in capital assets	11,152	2,138,952	2,150,104
Unrestricted	97,857	1,090	98,947
Total Net Position	\$ 109,009	\$ 2,140,042	\$ 2,249,051

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

Village of Clarence
Clarence, Louisiana

Statement of Activities
For the Year Ended June 30, 2025

Expenses	Major Funds			Net (Expense) Revenue and Changes in Net Position			
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	
<u>Functions/Programs</u>							
Primary government							
Governmental activities							
General government	\$ 100,698	\$ 147,817	\$ -	\$ -	\$ 47,119	\$ -	\$ 47,119
Police	11,785	-	-	-	(11,785)	-	(11,785)
Total governmental activities	112,483	147,817	-	-	35,334	-	35,334
Business-type activities							
Water and sewer	318,300	190,450	8,524	21,333	-	(97,993)	(97,993)
Total primary government	\$ 430,783	\$ 338,267	\$ 8,524	\$ 21,333	35,334	(97,993)	(62,659)
<u>General Revenues</u>							
Taxes:							
Sales taxes					63,449	-	63,449
Franchise taxes					23,552	-	23,552
Other taxes					667	-	667
Licenses					12,150	-	12,150
Other revenue					11,164	-	11,164
Operating transfers					(22,545)	22,545	-
Total general revenues and transfers					88,437	22,545	110,982
Change in net position					123,771	(75,448)	48,323
Net position - June 30, 2024					(14,762)	2,215,491	2,200,729
Net position - June 30, 2025					\$ 109,009	\$ 2,140,043	\$ 2,249,052

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

FUND FINANCIAL STATEMENTS

Village of Clarence
Clarence, Louisiana

Balance Sheet - Governmental Funds
As of June 30, 2025

	Governmental Funds
Assets	
Cash and equivalents	\$ 74,132
Accounts receivable	49,426
Total Assets	<u>\$ 123,558</u>
Liabilities & Fund Balances	
Liabilities:	
Accounts payable	\$ 6,296
Payroll liabilities	19,406
Total Liabilities	<u>25,702</u>
Fund balances:	
Unassigned	<u>97,857</u>
Total Fund Balances	<u>97,857</u>
Total Liabilities and Fund Balances	<u>\$ 123,559</u>

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

Village of Clarence
Clarence, Louisiana

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of June 30, 2025

Total Fund Balances at June 30, 2025 - Governmental Funds (Statement C)	\$	97,857
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Total Net Position reported for governmental activities in the Statement of Net Position (Statement A) are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds, net of depreciation.	11,152
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Net Position at June 30, 2025	\$	109,009
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Village of Clarence
Clarence, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended June 30, 2025

	Governmental Funds
Revenues	
Taxes:	
Franchise tax	23,552
Sales tax	63,449
Other tax	667
Licenses and permits	12,150
Fines, forfeitures, and court costs	147,817
Other revenue	11,164
Total revenues	258,799
Expenditures	
Current:	
General government	97,836
Public safety	
Police	11,785
Capital outlay	-
Total expenditures	109,621
Excess (deficiency) of revenues over (under) expenditures	149,178
Other financing sources (uses)	
Operating transfers in (out)	(22,545)
Total other financing sources (uses)	(22,545)
Net changes in fund balances	126,633
Fund balances - June 30, 2024	(28,775)
Fund balances - June 30, 2025	\$ 97,858

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

Village of Clarence
Clarence, Louisiana

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,
and Changes in Funds Balances to the Statement of Activities
For the Year Ended June 30, 2025

Total net change in Fund Balances - Governmental Funds (Statement E)	\$	126,632
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Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay differs from depreciation for the period.

Depreciation		(2,861)
Capital outlay		<u>-</u>
Change in net position of governmental activities (Statement B)	\$	<u><u>123,771</u></u>

Village of Clarence
Clarence, Louisiana

Statement of Net Position - Proprietary Fund
As of June 30, 2025

	Water & Sewer Fund
Assets	
Current Assets:	
Cash and equivalents	\$ 53,046
Accounts receivable	14,095
Total Current Assets	<u>67,141</u>
Noncurrent Assets:	
Cash and equivalents - restricted	9,359
Capital assets (net of accumulated depreciation)	2,138,952
Total Noncurrent Assets	<u>2,148,311</u>
Total Assets	<u>2,215,452</u>
Liabilities	
Current Liabilities:	
Accounts payable	29,827
Payroll Liabilities	13,159
Total Current Liabilities	<u>42,986</u>
Current liabilities payable from restricted assets	
Customer meter deposits	15,316
Total Liabilities	<u>58,302</u>
Deferred Inflows of Resources	
Deferred revenue - ARPA	17,106
Total Deferred Inflows of Resources	<u>17,106</u>
Net Position	
Net investment in capital assets	2,138,952
Unrestricted	1,090
Total Net Position	<u>\$ 2,140,042</u>

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

Village of Clarence
Clarence, Louisiana

Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Fund
For the Year Ended June 30, 2025

	Water & Sewer Fund
Operating Revenues	
Water sales	\$ 149,977
Sewer sales	40,473
Total operating revenues	<u>190,450</u>
Operating Expenses	
Personnel services	55,946
Supplies	111,864
Utilities	3,517
Repairs and maintenance	19,124
Contractual services	27,287
Miscellaneous	535
Depreciation	100,029
Total operating expenses	<u>318,302</u>
Operating Income (Loss)	(127,852)
Non-operating Revenues (Expenses)	
Capital grant	21,333
Operating grant	8,524
Total non-operating revenues (expenses)	<u>29,857</u>
Income (loss) before transfers	<u>(97,995)</u>
Transfers in (out)	22,545
Change in net position	(75,450)
Total Net Position - June 30, 2024	<u>2,215,491</u>
Total Net Position - June 30, 2025	<u><u>\$ 2,140,041</u></u>

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

Village of Clarence
Clarence, Louisiana

Statement of Cash Flows - Proprietary Fund
For the Year Ended June 30, 2025

	Water & Sewer Fund
Cash flows from operating activities	
Cash received from customers	\$ 190,450
Cash payments to suppliers for goods and services	(152,315)
Cash payments to employees	(55,946)
Net cash provided by (used for) operating activities	<u>(17,811)</u>
Cash flows from non-capital financing	
Operating grant	8,524
Transfers from (to) other funds	22,545
Other income (expense)	-
Net cash provided by (used for) non-capital financing activities	<u>31,069</u>
Cash flows from capital and related financing activities	
Capital grant	21,333
Acquisition of capital assets	(22,215)
Net cash provided by (used for) capital and related financing activities	<u>(882)</u>
Cash flows from investing activities	
Interest earnings	-
Net cash provided by (used for) investing activities	<u>-</u>
Net increase (decrease) in cash and cash equivalents	12,376
Cash and cash equivalents - June 30, 2024	<u>50,030</u>
Cash and cash equivalents - June 30, 2025	<u>\$ 62,406</u>
Reconciliation of operating income to net provided by operating activities	
Operating income	\$ (127,850)
Adjustments	
Depreciation	100,029
Net changes in assets and liabilities	
Accounts receivable	65,293
Customers' security deposits	1,054
Accounts payable	(47,813)
Deferred revenue - ARPA	(8,524)
Net cash provided for (used for) operating activities	<u>\$ (17,811)</u>

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

**NOTES TO THE
FINANCIAL STATEMENTS**

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

INTRODUCTION

The Village of Clarence, Louisiana, is incorporated under the Lawrason Act with a Mayor-Board of Aldermen form of government. The executive branch of government is headed by the Mayor and a Legislative branch consisting of three Aldermen. This report includes all funds which are controlled or dependent on the Village of Clarence's executive and legislative branches (the Mayor and Aldermen). Control by or dependence on the Village was as determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of government body, and other general oversight responsibility. The Village's operations include police, streets and drainage, and general and administrative services. In addition, the Village operates a Utility System which provides water and sewer services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of the Village have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Village applies all relevant GASB pronouncements, and GAAP, as applicable to governmental entities. Also, the Village's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513, the Louisiana Municipal Audit and Accounting Guide and to the industry guide, Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

B. Reporting Entity

GASB Statement No. 14, The Financial Reporting Entity, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Village is considered a primary government, since it is a general purpose local government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14, fiscally independent means that the Village may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units, establishes criteria for determining which, if any, component units should be considered part of the Village for financial reporting purposes. GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - i. The ability of the government to impose its will on that organization and/or
 - ii. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the above criteria, no component units were identified for the Village of Clarence.

C. Government-Wide Financial Statements

The Village's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities and the business-type activities for the Village. Fiduciary activities of the Village are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Village's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Village of Clarence's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) derive directly from parties outside the Village's taxpayers or citizenry, including (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program; program revenues reduce the cost of the function to be financed from the Village's general revenues.

Direct Expenses - The Village reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

Indirect Expenses - The Village reports all indirect expenses separately on the Statement of Activities (Statement B). Indirect expenses are those expenses that are not clearly identifiable with a function. Interest on long-term debt is considered an indirect expense.

General revenues are taxes and other items that are not properly included among program revenues. The effect of interfund activity has been removed from the government-wide financial statements.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

D. Fund Financial Statements

The accounts of the Village of Clarence are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Village are classified into two categories: governmental and proprietary.

Governmental Funds

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The Village has presented all major funds.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the Balance Sheets. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as an other financing source, and repayment of long-term debt is reported as an expenditure. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Village of Clarence reports the following major governmental funds:

General Fund - The primary operating fund of the Village, the General Fund accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Village policy.

Revenues

The governmental funds use the following practices in recording revenues:

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

Those revenues susceptible to accrual are property taxes, franchise taxes, and charges for services. Permit and license revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

Interest earnings are recorded when the investments have matured and the interest is available.

Expenditures

The governmental funds use the following practices in recording expenditures:

Salaries are recorded as expenditures when earned by employees.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as expenditures when leave is actually taken or when employees, or their heirs, are paid for accrued leave upon retirement or death.

Principal and interest on long-term debt are recognized when due.

Other Financing Sources (Uses)

The governmental funds use the following practices in recording other financing sources (uses):

Transfers between funds that are not expected to be repaid, sales of fixed assets, and long-term debt proceeds and payments, are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Proprietary Funds

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (net total position) is segregated into three components-investment in capital assets, restricted net position, and unrestricted net position. Proprietary fund-type operating statements present increases (revenues) and decreases (expenses) in net total position. The proprietary funds use the accrual basis of accounting, where revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of the related cash flows.

The Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis are financed through user charges: or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

The Enterprise Fund of the Village of Clarence is the Water and Sewer Fund, which accounts for the operations of the waterworks and sewerage systems. The intent of the Village for these facilities is (a) that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) that 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.

Revenues and Expenses

Operating revenues in the proprietary fund are those that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

E. Equity Classifications

The Village of Clarence has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements and the Proprietary Fund Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

Net investment in capital assets: This classification consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of these assets.

Restricted net position: This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

Unrestricted net position: Any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position are available, management applies unrestricted net position first, unless a determination is made to use restricted net position. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

The Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Village is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Village did not have any nonspendable funds for the year ended June 30, 2025.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Village did not have any restricted funds for the year ended June 30, 2025.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Aldermen. These amounts cannot be used for any other purpose unless the Board of Aldermen removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Board typically establishes commitments through the adoption and amendment of the budget. The Village did not have any committed funds for the year ended June 30, 2025.

Assigned: This classification includes amounts that are constrained by the Village's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Aldermen or through the Board delegating this responsibility to a body or official (Mayor) for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Village has no assigned funds for year ended June 30, 2025.

Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. The Village has a unassigned balance of \$97,857.

The Village would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

F. Budgets

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

The Village of Clarence adopted a 2024-2025 General Fund budget in the public meeting with an ordinance on June 13, 2024. The budget was amended in the public meeting with an ordinance on June 29, 2025.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Village of Clarence may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Village may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For the purposes of the statement of cash flows, cash equivalents include all highly liquid investments with a maturity date of 90 days or less when purchased.

Under state law, the Village may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

The Village reports restricted assets on the Statement of Net Position (Statement A), which includes restricted cash (customer deposits) that is collected by the Water and Sewer Department.

H. Investments

The Village of Clarence's investments comply with Louisiana Revised Statute 33:2955. Under state law, the Village may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Village may invest in United States bonds, treasury notes and bills, or government-backed agency securities or certificates, and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. These deposits are classified as investments if their original maturities exceed 90 days. Investments are stated at fair value except for those which are permitted under GASB Statement No. 31 to use a different valuation measurement.

In accordance with paragraph 69 of GASB Statement No. 72, the Village reports at amortized cost money market investments and participating interest-bearing investment contracts that have a remaining maturity at the time of purchase of one year or less. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

I. Inventories

Inventories of supplies in the Proprietary Fund are not material and are charged to operations as purchased.

J. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are recorded in the applicable governmental or business-type activities columns of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Village maintains a threshold level of \$500 or more for capitalizing capital assets.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

Improvements and replacements of property and equipment are capitalized. Maintenance and repairs that do not improve or extend the lives of property and equipment are charged to expense as incurred. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the Statement of Activities.

Buildings and improvements	40 years
Equipment and vehicles	5-15 years
Utility system and improvements	15-40 years

In accordance with GASB Statement No. 34, general infrastructure capital assets consisting of streets, bridges, sidewalks, and drainage systems acquired before July 1, 2003, are excluded from capital assets.

K. Deferred Outflows of Resources

The Village reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The Village did not report any deferred outflows of resources, and no deferred outflows of resources affect the governmental funds financial statements.

L. Deferred Inflows of Resources

The Village reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The Village will not recognize the related revenues until a future event occurs. The Village reported deferred inflows of resources of \$17,106 in the government-wide and proprietary fund statements, and no deferred inflows of resources affect the governmental funds financial statements.

M. Interfund Transactions

Interfund activity is reported as loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements are when a fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or enterprise funds are netted as part of the reconciliation to the government-wide financial statements.

Resources belonging to particular funds are commonly shared with other funds that need access to additional resources. When resources are provided without the expectation of repayment, the transaction is reported as a transfer and is treated as a source of income by the recipient fund and as an expenditure by the providing fund.

Activity between funds that is representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as "due from other funds" or "due to other funds" on the Fund Financial Statements Balance Sheet (Statement C), as well as all other outstanding balances between funds.

Village of Clarence
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Notes to the Financial Statements
As of and for the year ended June 30, 2025

In the process of aggregating data for the Statement of Net Position (Statement A) and the Statement of Activities (Statement B), some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

N. 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.

2. Sales Tax

The Village collects sales and use tax with the net proceeds, after deducting costs of collection and administration, dedicated to construction, acquiring, extending, improving and/or maintaining drainage facilities, streets, street lighting facilities, bridges, sidewalks, waterworks, sewers, recreational facilities, public parks, public buildings and equipment, payment of salaries of municipal employees, maintaining and operating the municipal police department, including purchase of equipment thereof, or for any one or more said purposes, title to which improvements shall be in the public.

3. Cash, Cash Equivalents, and Investments

At June 30, 2025, the Village had cash and cash equivalents (book balances) totaling \$127,178 in unrestricted cash and \$9,359 in restricted cash. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

At June 30, 2025, the Village had \$162,971 in deposits (collected bank balances). These deposits are secured from risk by up to \$250,000 federal deposit insurance.

At June 30, 2025, the Village had no investments.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

4. Receivables

The receivables of \$63,521 at June 30, 2025, are as follows:

	Fund		
	General	Enterprise	Total
Services	\$ -	\$ 14,095	\$ 14,095
Beer tax	165	-	165
Public Safety	30,102	-	30,102
Sales taxes	16,650	-	16,650
Franchise fees	2,509	-	2,509
Total	<u>\$ 49,426</u>	<u>\$ 14,095</u>	<u>\$ 63,521</u>

5. Capital Assets

A summary of changes in capital assets for the year ended June 30, 2025, is as follows:

A. Capital Assets - Governmental Funds

	Balance, July 01, 2024	Additions	Deletions	Balance, June 30, 2025
Capital assets being depreciated				
Buildings	\$ 46,751	\$ -	\$ -	46,751
Equipment	44,910	-	-	44,910
Vehicles	50,341	-	-	50,341
Total capital assets being depreciated	<u>142,002</u>	<u>-</u>	<u>-</u>	<u>142,002</u>
Less accumulated depreciation				
Buildings	46,751	-	-	46,751
Equipment	40,064	786	-	40,850
Vehicles	41,173	2,076	-	43,249
Total accumulated depreciation	<u>127,988</u>	<u>2,862</u>	<u>-</u>	<u>130,850</u>
Governmental capital assets - net	<u>\$ 14,014</u>	<u>\$ (2,862)</u>	<u>\$ -</u>	<u>11,152</u>

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

Functional Allocation of Depreciation Expense

General government	\$	786
Police		2,076
Highways and streets		<u>-</u>
Total	\$	<u><u>2,862</u></u>

B. Capital Assets - Proprietary Funds

	Balance, July 01, 2024	Additions	Deletions	Balance, June 30, 2025
Capital assets being depreciated				
Water System	\$ 2,341,672	\$ 18,480	\$ -	\$ 2,360,152
Sewer System	<u>1,417,443</u>	<u>3,735</u>	-	<u>1,421,178</u>
Total capital assets being depreciated	<u>3,759,115</u>	<u>22,215</u>	-	<u>3,781,330</u>
Less accumulated depreciation				
Water System	1,206,223	62,578	-	1,268,802
Sewer System	<u>336,126</u>	<u>37,450</u>	-	<u>373,577</u>
Total accumulated depreciation	<u>1,542,349</u>	<u>100,029</u>	-	<u>1,642,379</u>
Business-type activities capital assets, net	<u>\$ 2,216,766</u>	<u>\$ (77,814)</u>	<u>\$ -</u>	<u>\$ 2,138,951</u>

6. Payables

The payables of \$84,004 at June 30, 2025, are as follows:

	Fund		
	General	Enterprise	Total
Accounts	\$ 6,296	\$ 29,827	\$ 36,123
Cash overdraft	-	-	-
Salaries payable	-	-	-
Payroll payables	19,406	13,159	32,565
Customer meter deposits	-	15,316	15,316
Total	<u>\$ 25,702</u>	<u>\$ 58,303</u>	<u>\$ 84,004</u>

For the periods beginning July 9, 2016, through July 1, 2018, the Village did not make proper payroll tax payments. The Village has not been able to make payments to reduce the balances. The various taxing agencies have not been taking collection action against the Village. The Village is paying all current payroll tax amounts.

Village of Clarence
Clarence, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2025

7. Grants

The Village of Clarence has been awarded \$179,154 in federal grant assistance from the passage of the American Rescue Plan Act of 2021. These funds are to be used for water system repairs and improvements. An amount of \$8,524 was recognized as income and spent in the Utility System during the year. The remaining \$17,106 is recorded as Deferred Income on the Utility System Statement of Net Position.

The Village has been awarded \$595,325 in grant assistance from the Louisiana Community Development Block Grant Program. An amount of \$3,735 was received during the audit period. These funds are to be used for sewer system repairs and improvements. All amounts were recognized as income and spent in the Utility Fund during the year.

The Village received \$8,400 from the Louisiana Government Assistance Program to purchase water pump kits, and the Village received \$9,198 from the Clean Water Enrichment Fund to complete the improvements on the Emergency Booster Station Bypass.

8. Risk Management

The Village is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets, errors and omissions, and injuries to employees. To handle such risk of loss, the Village maintains commercial insurance policies covering automobile liability and uninsured motorist, surety bond coverage, flood insurance, and property insurance. In addition to the above policies, the Village maintains a general liability policy and an errors and omissions policy. No claims were paid on any of the policies during the past three years, which exceeded the policies' coverage amount.

9. Contingencies

Beginning in the month of December 2021, the Village's water system began losing excess amounts of water due to a leak. The Village purchases its water and the monthly payments for water increased by almost double. The Village enlisted as much help as possible in locating the leak but was unable to do so until December of 2023. During this period, the Village's cash accounts were exhausted. The Village imposed an emergency interim rate increase in December of 2023, and the Village's financial health has improved for the year ended June 30, 2025.

10. Litigation and Claims

At June 30, 2025, the Village was not involved in any lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

11. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 31, 2025, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

Village of Clarence
Clarence, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended June 30, 2025

	Budget - Original	Budget - Final	Actual	Variance - Favorable (Unfavorable)
Revenues				
Taxes:				
Franchise tax	25,000	25,500	23,552	(1,948)
Sales tax	56,000	55,000	63,449	8,449
Other tax	723	700	667	(33)
Licenses and permits	11,815	12,000	12,150	150
Fines, forfeitures, and court costs	24,000	118,000	147,817	29,817
Miscellaneous	9,676	11,700	11,164	(536)
Total revenues	<u>127,214</u>	<u>222,900</u>	<u>258,799</u>	<u>35,899</u>
Expenditures				
Current:				
General government	103,958	101,435	97,836	3,599
Public safety				
Police	13,000	13,650	11,785	1,865
Streets	11,000	10,100	-	10,100
Capital outlay	-	-	-	-
Total expenditures	<u>127,958</u>	<u>125,185</u>	<u>109,621</u>	<u>15,564</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(744)</u>	<u>97,715</u>	<u>149,178</u>	<u>51,463</u>
Other financing sources (uses)				
Operating transfers in (out)	<u>(8,824)</u>	<u>9,500</u>	<u>(22,545)</u>	<u>(32,045)</u>
Total other financing sources (uses)	<u>(8,824)</u>	<u>9,500</u>	<u>(22,545)</u>	<u>(32,045)</u>
Net changes in fund balances	<u>(9,568)</u>	<u>107,215</u>	<u>126,633</u>	<u>19,418</u>
Fund balances - June 30, 2024	<u>(28,775)</u>	<u>(28,775)</u>	<u>(28,775)</u>	<u>-</u>
Fund balances - June 30, 2025	<u>\$ (38,343)</u>	<u>\$ 78,440</u>	<u>\$ 97,858</u>	<u>\$ 19,418</u>

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



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**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**

Village of Clarence
Clarence, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Village of Clarence, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Village of Clarence's basic financial statements and have issued our report thereon dated December 31, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village of Clarence's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Clarence's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Clarence'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 combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2025-001, that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Clarence's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Village of Clarence's Response to Findings

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result 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 Village of Clarence's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 31, 2025

SUPPLEMENTAL INFORMATION

Village of Clarence
Clarence, Louisiana

Schedule of Findings and Questioned Costs
For the year ended June 30, 2025

We have audited the basic financial statements of the Village of Clarence as of and for the year ended June 30, 2025 and have issued our report thereon dated December 31, 2025. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2025 resulted in an unqualified opinion.

A. Summary of Auditor's Report

Report on Internal Control and Compliance Material to Financial Statements

Internal Control

Material Weakness Yes No Significant Deficiencies Yes No

Compliance

Compliance Material to Financial Statements Yes No

B. Findings - Financial Statements Audit

Current Year

Finding 2025-001 Internal Control Over Purchasing

Criteria: Basic internal control procedures include 1) requiring a purchase order/requisition system prior to incurring expenses, 2) requiring signatures to document goods or services were received, and 3) requiring signatures by authorized personnel on all checks. These documents should be maintained by the Village of Clarence in paper or electronic form. The Village does not have a written policy or procedure for purchasing and disbursements.

Condition: We selected 19 disbursements randomly. The Village was not able to locate five of the 19 invoices requested for review.

Cause: None.

Effect: The Village of Clarence is not following basic internal control processes to ensure that expenses for the Village were documented and authorized.

Recommendation: The Village of Clarence should implement procedures to ensure that internal control processes are followed. In addition, the Village should adopt a policy for purchasing and disbursements.

Management Response: The Village of Clarence will implement written policies and procedures to ensure that expenses incurred by the Village are authorized and documented. See also Finding 2024-001.

Village of Clarence
Clarence, Louisiana

Schedule of Findings and Questioned Costs
For the year ended June 30, 2025

Prior Year

Finding 2024-001 Internal Control Over Purchasing

Criteria: Basic internal control procedures include 1) requiring a purchase order/requisition system prior to incurring expenses, 2) requiring signatures to document goods or services were received, and 3) requiring signatures by authorized personnel on all checks. These documents should be maintained by the Village of Clarence in paper or electronic form. The Village does not have a written policy or procedure for purchasing and disbursements.

Condition: We selected 50 disbursements randomly. The Village was not able to locate 20 of the 50 invoices requested for review.

Cause: None.

Effect: The Village of Clarence is not following basic internal control processes to ensure that expenses for the Village were documented and authorized.

Recommendation: The Village of Clarence should implement procedures to ensure that internal control processes are followed. In addition, the Village should adopt a policy for purchasing and disbursements.

Management Response: The Village of Clarence will implement written policies and procedures to ensure that expenses incurred by the Village are authorized and documented.

Finding 2024-002 Compliance with Local Government Budget Act

Criteria: Louisiana Revised Statute 39:1311 requires that a public entity whose actual expenditures are above budgeted expenditures by 5% amend the budget in the same manner the budget was first adopted.

Condition: The Village of Clarence's General Fund actual expenditures were less than budgeted expenditures by more than 5%.

Cause: None.

Effect: The Village of Clarence is not in compliance with the state law concerning budgeting.

Recommendation: The Village of Clarence should implement procedures to ensure that state law is followed with respect to budgetary procedures.

Management Response: The Village of Clarence will implement procedures to ensure that state law is followed with respect to budgetary procedures. This finding has been resolved.

Village of Clarence
Clarence, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the year ended June 30, 2025

Marques Braxton Mayor	
Salary	\$ 5,400
	<u>\$ 5,400</u>

Village of Clarence
Clarence, Louisiana

Schedule of Compensation Paid Aldermen
For the year ended June 30, 2025

	2025
Shanita Grayson	\$ 2,400
Scheryl Kelsey	2,400
Caltren Payton	2,400
	<hr/>
	\$ 7,200
	<hr/> <hr/>

Village of Clarence
Clarence, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
For the year ended June 30, 2025

	First Six Month Period Ended 12/31/24	Second Six Month Period Ended 6/30/25
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 10,237	\$ 10,237
Add: Collections (Please enter zeros if no activity within a certain collection type)		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	-	-
Bond Fees	-	-
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Court Costs/Fees	917	184
Criminal Fines - Contempt	-	-
Criminal Fines - Other	5,247	1,174
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	-	-
Interest Earnings on Collected Balances	-	-
Other (do not include collections that fit into more specific categories above)	-	-
Subtotal Collections	6,164	1,358
Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)		
Trial Court Case Management Information Systems	20	4
Louisiana Commission on Law Enforcement	40	8
Louisiana Traumatic Head and Sprinal Cord Injury Trust Fund	95	20
Louisiana Judicial College	10	2
North Louisiana Criminalistics Laboratory Commission	602	120
Ware Youth Center	150	30
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection (enter zero if no activity to report here)	-	-
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount (enter zero if no activity to report here)	-	-
Village of Clarence, Criminal fines - Other	5,247	1,174

Village of Clarence
Clarence, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
For the year ended June 30, 2025

Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies
(Please enter zeros if no activity within a certain line item)

Civil Fee Refunds	-	-
Bond Fee Refunds	-	-
Restitution Payments to Individuals (additional detail is not required)	-	-
Other Disbursements to Individuals (additional detail is not required)	-	-
Payments to 3rd Party Collection/Processing Agencies	-	-

Subtotal Disbursements/Retainage	6,164	1,358
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Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ 10,237	\$ 10,237
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Ending Balance of "Partial Payments" Collected but not Disbursed (only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.	\$ -	\$ -
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Other Information:

Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	\$ -	\$ -
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Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	\$ -	\$ -
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Village of Clarence
Clarence, Louisiana

Schedule of Net Position
LCDBG Public Facilities Program, Sewer Improvements (Contract 2000639086)
As of June 30, 2025

Assets		
Cash and equivalents	\$	-
Accounts receivable		-
Total Assets		-
Liabilities		
Accounts Payable		-
Total Liabilities		-
Net Position	\$	-

Village of Clarence
Clarence, Louisiana

Statement of Revenues, Expenses, and Changes in Net Position
LCDBG Public Facilities Program, Sewer Improvements (Contract 2000639086)
For the Year Ended June 30, 2025

Revenues

LCDBG Program Income	\$	3,735
Other revenue		-
Total revenues		<u>3,735</u>

Expenses

Administration		3,735
Acquisition		-
Engineering		-
Construction		-
Laboratory Services		-
Construction Inspection		-
Construction Contingencies		-
Total expenses		<u>3,735</u>

Excess (deficiency) of revenues over (under) expenses -

Other financing sources (uses)

Operating transfers in (out)		-
Total other financing sources (uses)		<u>-</u>

Excess revenues and other sources over (under) expenses and other uses -

Net Position - June 30, 2024 -

Net Position - June 30, 2025 \$ -



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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Aldermen of Village of Clarence
Clarence, Louisiana
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 01, 2024 through June 30, 2025. Village of Clarence's management is responsible for those C/C areas identified in the SAUPs.

Village of Clarence has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 01, 2024 through June 30, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

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

- i. Budgeting, including preparing, adopting, monitoring, and amending the budget.
- ii. 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.
- iii. Disbursements, including processing, reviewing, and approving,
- iv. 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).

- v. Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. Information Technology Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. Prevention of Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedure Results: We noted exceptions. See Item 1.

2) Board or Finance Committee

- A. 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:
 - i. 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.
 - ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the not-for-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.
 - iii. 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.
 - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Procedure Results: We noted exceptions. See Item 2.

3) Bank Reconciliations

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

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a 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
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedure Results: We noted exceptions. See Item 3.

4) Collections

A. 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).

B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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:

- i. Employees responsible for cash collections do not share cash drawers/registers;
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
- iii. Each employee responsible for collecting cash is not also 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; and
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was in force during the fiscal period.

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3a (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:

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

Procedure Results: We noted no exceptions.

5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)

A. 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).

B. For each location selected under procedure #5a 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
- ii. At least two employees are involved in processing and approving payments to vendors;
- iii. 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;
- iv. 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; and
- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

C For each location selected under #5a 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:

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5b above, as applicable.

D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3a, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedure Results: We noted exceptions. See Item 4.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

B. 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

i. Observe whether 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.

ii. Observe that finance charges and late fees were not assessed on the selected statements.

C. Using the monthly statements or combined statements selected under procedure #7b 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Procedure Results: We noted no exceptions.

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

A. 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 and 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

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

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

iii. 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 and Procedures procedure #1a(vii); and

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

Procedure Results: We noted no exceptions.

8) Contracts

A. 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

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. 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.

Procedure Results: We noted no exceptions.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #9a above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates in the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedure Results: We noted no exceptions.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a obtain ethics documentation from management, and
 - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Procedure Results: We noted exceptions. See Item 5.

11) Debt Service

A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Procedure Results: We noted no exceptions.

12) Fraud Notice

A. 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 as required by R.S. 24:523.

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

Procedure Results: We noted no exceptions.

13) Information Technology Disaster Recovery/Business Continuity

A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for testing/verifying backing up restoration) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

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

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9c. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Procedure Results: We performed the results and discussed the results with management.

14) Prevention of Sexual Harassment

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

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

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

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

Procedure Results: We noted exceptions. See Items 6-7.

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

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

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

Kenneth D. Folden & Co., CPAs, LLC

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 31, 2025

Village of Clarence
Clarence, Louisiana

Management's Responses to Exceptions to the
Statewide Agreed-Upon Procedures
For the year ended June 30, 2025

- Item 1: Exception: Written policies and procedures were either entirely absent or lacked required detail for the following functions: budgeting; purchasing; disbursements; receipts and collections; contracts; travel and expense reimbursement; credit card usage; ethics; debt service; information technology disaster recovery/business continuity; and prevention of sexual harassment.
- Item 2: Exception: The meeting minutes did not reference monthly budget-to-actual comparisons for the general fund or quarterly budget-to-actual comparisons for proprietary funds. There is no documentation of any discussion of a formal plan to eliminate deficit or written updates regarding the progress of resolving prior audit findings.
- Item 3: Exception: Bank reconciliations lack written or electronic evidence of management or board review and approval.
- Item 4: Exception: Five out of 19 disbursements reviewed did not have an related original invoice or supporting documentation and indicated that deliverables were received by the entity. Three out of 19 disbursements reviewed did not include evidence of segregation of duties.
- Item 5: Exception: Four out of five employees reviewed did not complete the required ethics training during the calendar year.
- Item 6: Exception: All five employees reviewed did not complete the required sexual harassment training during the calendar year.
- Item 7: Exception: The Village of Clarence did not complete the annual sexual harassment report.
- Response - See attached response from management.



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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Aldermen of Village of Clarence
Clarence, Louisiana
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the Fiscal Administrator's final report and three-year plan for the fiscal period July 01, 2024 through June 30, 2025. Village of Clarence's management is responsible for those procedures.

Village of Clarence has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the identified in Fiscal Administrator's final report and three-year plan for the fiscal period July 01, 2024 through June 30, 2025. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

- 1) Obtain from the Louisiana Legislative Auditor a copy of the Fiscal Administrator's final report and three year plan.
- 2) Inquire of management about the current status of the three-year plan.
- 3) Obtain documentation supporting managements representations regarding the plan.
- 4) Compare documentation from management to Fiscal Administrator's final report and three-year plan.
- 5) Confirm that the entity is following the three-year plan as prescribed.
- 6) Report any exceptions found during the comparison and confirmation process.

Procedure Results: We noted one exception. See Item 1.

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

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

This report is intended solely to describe the scope of testing performed on those areas identified in the Fiscal Administrator's final report and three-year plan AUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Kenneth D. Folden & Co., CPAs, LLC

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana

December 31, 2025

Village of Clarence
Clarence, Louisiana

Management's Responses to Exceptions to the
Fiscal Administrator's Final Report and Three-Year Plan Agreed-Upon Procedures
For the year ended June 30, 2025

Item 1: Exception: The Village of Clarence has four written policies and procedures recommended by the LLA, but the policy or procedure is missing components. The Village does not have eight policies/procedures recommended by the LLA.

Response - See Management's Response to Exceptions to the Statewide Agreed-Upon Procedures, Item 1.

Village of Clarence

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December 31, 2025

Kenneth D. Folden & Co., CPAs, LLC
302 Eighth Street
Jonesboro, LA 71251

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period July 01, 2024 through June 30, 2025, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We acknowledge that we are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas (as applicable).
Yes No
2. For the fiscal period July 01, 2024 through June 30, 2025, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.
Yes No
3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.
Yes No
4. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.
Yes No
5. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.
Yes No
6. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between June 30, 2025, and December 31, 2025.
Yes No
7. We represent that the listing of bank accounts for the fiscal period that we provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.

- Yes No
8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.
- Yes No
9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.
- Yes No
10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.
- Yes No
11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.
- Yes No
12. We represent that the 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, that we provided to you is complete.
- Yes No
13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.
- Yes No
14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.
- Yes No
15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.
- Yes No
16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.
- Yes No
17. We represent that the 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 during the fiscal period.
- Yes No
18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.
- Yes No
19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.
- Yes No

20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.

Yes No

21. We are not aware of any material misstatements in the C/C areas identified in the SAUPs.

Yes No

22. We have disclosed to you any other matters as we have deemed appropriate.

Yes No

23. We have responded fully to all inquiries made by you during the engagement.

Yes No

24. We have disclosed to you all known events that have occurred subsequent to June 30, 2025, that would have a material effect on the C/C areas identified in the SAUPs, or would require adjustment to or modification of the results of the agreed-upon procedures.

Yes No

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

Signature Margus Buehler Date December 31, 2025

Title Mayor

Signature Shane D. Gray Date December 31, 2025

Title Aldermen

Village of Clarence

6004 Highway 71
P.O. Box 309
Clarence, LA 71414
318-357-0440
318-356-9700 FAX
info@villageofclarence.org

February 27, 2026

Kenneth D. Folden & Co., CPAs, LLC
302 Eighth Street
Jonesboro, LA 71251

In connection with your engagement to apply agreed-upon procedures to Fiscal Administrator's final report and three-year plan areas identified in the engagement agreement, for the fiscal period July 01, 2024 through June 30, 2025, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We acknowledge that we are responsible for the Fiscal Administrator's final report and three-year plan identified in the engagement agreement.
Yes No
2. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.
Yes No
3. We have disclosed to you all known matters contradicting the results of the procedures performed in Fiscal Administrator's final report and three-year plan.
Yes No
4. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the Fiscal Administrator's final report and three-year plan, including communications received between June 30, 2025, and December 31, 2025.
Yes No
5. We are not aware of any material misstatements in the Fiscal Administrator's final report and three-year plan.
Yes No
6. We have disclosed to you any other matters as we have deemed appropriate.
Yes No
7. We have responded fully to all inquiries made by you during the engagement.
Yes No

8. We have disclosed to you all known events that have occurred subsequent to June 30, 2025, that would have a material effect on the Fiscal Administrator's final report and three-year plan, or would require adjustment to or modification of the results of the agreed-upon procedures.

Yes No

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

Signature *Marques Davis* Date February 27, 2026

Title Mayor

Signature *Shirley Hilsing* Date February 27, 2026

Title Aldermen

Village of Clarence

6004 Highway 71
P.O. Box 309
Clarence, LA 71414
318-357-0440
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Management's Responses to Exceptions to the

Statewide Agreed-Upon Procedures

For the year ended June 30, 2025

- Item 1: The Village will formally adopt appropriate policies and procedures for all areas noted during the audit.
- Item 2: We will include in the minutes that the financials for each month include budget-to-actual comparisons for both the month and year-to-date presented.
- Item 3: The bank reconciliations will be signed as evidence of review going forward.
- Item 4: Management will focus on ensuring that documentation is obtained before disbursements are made.
- Item 5: Management will ensure that the required training is completed timely.
- Item 6: Management will ensure that the required training is completed timely.
- Item 7: Management will ensure that the reporting is done timely.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER



KENNETH D. FOLDEN & CO.

Certified Public Accountants, LLC

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302 Eighth Street, Jonesboro, LA 71251
Phone: (318) 259-7316 • Fax: (318) 259-7315

Alayna C. Huckaby, CPA
ahuckaby@foldencpa.com

December 31, 2025

Mayor
and Board of Aldermen
Village of Clarence
Post Office Box 309
Clarence, LA 71414

RE: Management Letter
Audit Report -- For the Year Ended June 30, 2025

We have performed our audit of the Village of Clarence. As part of those procedures, we have the following information to report to you.

We have reviewed the recent allegation concerning the Village's use of automated speed enforcement devices and the handling of personal data, as well as the continued relevance of Ordinance 112 of 2024. Our findings and recommendations are as follows:

1) Allegation Regarding Louisiana Revised Statute 32:43

The complaint asserts that the Village of Clarence was in violation of LA RS 32:43 by operating automated speed enforcement devices outside of state-designated construction zones, and that only the Department of Transportation and Development (DOTD) is authorized to operate such systems. Upon review, we note that the Village's camera was placed on Louisiana Highway 6, with the appropriate signage posted. Based on the available information, the Village was not in violation of LA RS 32:43, as the camera was properly located and marked in accordance with applicable requirements.

2) Concerns Regarding Misuse of Personal Data

The allegation also raises concerns about the disclosure of personal information to Meta Traffic, the third-party company contracted for automated enforcement. It is our understanding that Meta Traffic was responsible for the protection and handling of all personal data collected through the enforcement process. The Village should ensure that any third-party vendor complies with all relevant privacy laws, including the Driver's Privacy Protection Act (DPPA) and Louisiana RS 51:3074, but the responsibility for data protection in this context rested with Meta Traffic.

3) Response to Direct Complaints

The complainant indicated difficulty in contacting the Village directly regarding these matters. We recommend that the Village establish and communicate clear procedures for responding promptly to all complaints and inquiries from the public. Timely and transparent communication will help maintain public trust and ensure compliance with best practices in municipal administration.

4) Recommendation Regarding Ordinance 112 of 2024

Ordinance 112 of 2024 was enacted to authorize and regulate the use of automated speed enforcement systems within the Village of Clarence, establishing civil penalties and enforcement procedures. Since the Meta Traffic equipment has now been removed and the Village has hired a police officer to perform traffic enforcement duties, we recommend that Ordinance 112 of 2024 be rescinded. This action will ensure that the Village's ordinances accurately reflect current enforcement practices and responsibilities.

As part of our audit of your financial operations, we have evaluated the procedures and controls surrounding the management of restricted cash accounts, specifically those designated to secure meter deposit liabilities. We wish to highlight the importance of maintaining sufficient restricted cash balances to fully cover these liabilities and offer recommendations for best practices.

1) Background and Importance

Restricted cash accounts are established to segregate resources that are subject to legal or contractual restrictions, such as customer meter deposits. According to authoritative guidance, including GASB Statement No. 34, municipalities are required to report restricted assets and the related liabilities separately in the financial statements, with clear disclosure of the nature and purpose of such restrictions. The sufficiency of restricted cash to cover meter deposit liabilities is essential for compliance, accurate financial reporting, and operational integrity.

2) Risks of Insufficient Restricted Cash

Failure to maintain adequate restricted cash balances to cover meter deposit liabilities can expose the municipality to several risks:

Noncompliance with legal or contractual requirements, potentially resulting in regulatory scrutiny or penalties.

Financial statement misstatements due to improper classification or disclosure of restricted assets and related liabilities.

Operational challenges, including liquidity issues and reputational damage if customer deposits cannot be refunded promptly

3) Meter Deposit Restricted Cash

During the audit, we found that the meter deposit liability recorded in the accounting system was less than what was recorded in the utility billing and collecting system. In reviewing the discrepancy, we noted that the restricted cash for meter deposits was insufficient to secure the meter deposit liability. However, the Village does have sufficient funds to transfer from an unrestricted account to make up the deficiency.

4) Recommended Procedures and Internal Controls

To ensure compliance and safeguard public resources, we recommend the following best practices:

Monthly Reconciliation: Reconcile the restricted cash account(s) to the meter deposit liability account in the general ledger at least monthly. Investigate and resolve any discrepancies promptly.

Supervisory Review: Ensure that reconciliations are reviewed and approved by supervisory staff independent of the cash handling process, with documentation of such review.

Policy Review: Regularly review and update written procedures for managing meter deposits and restricted cash to ensure ongoing compliance and effectiveness.

Sincerely,

Kenneth D. Folden & Co., CPAs, LLC

Kenneth D. Folden & Co., CPAs, LLC