

Village of Gilbert
Gilbert, Louisiana

Annual Financial Statements
with Independent Auditor's Report

As of and For the Year Ended
June 30, 2023
with Supplemental Information Schedules

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KENNETH D. FOLDEN & CO.

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Independent Auditor's Report

Village of Gilbert
Gilbert, 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 Gilbert, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Village of Gilbert'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 Gilbert, as of June 30, 2023, 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 Gilbert, 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 Gilbert'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 Gilbert'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 Gilbert'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 and the management's discussion and analysis, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Gilbert's 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 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; and the Schedule of Justice System Funding Collecting/Disbursing Entity 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 22, 2023, on our consideration of the Village of Gilbert'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 Gilbert's internal control over financial reporting and compliance.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 22, 2023

**REQUIRED SUPPLEMENTARY
INFORMATION**

PART I

Village of Gilbert
Gilbert, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2023

As Management of the Village of Gilbert, we offer readers of the Village of Gilbert's financial statements this narrative overview and analysis of the financial activities of the Village of Gilbert as of and for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with the Village's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Village of Gilbert's basic financial statements. The Village's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

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

The statement of net position presents information on all of the Village of Gilbert assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private sector companies. The difference between the two is reported as net position. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Village of Gilbert is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods.

The government-wide financial statements can be found on pages 16-17 of this report.

Fund financial statements. The fund financial statements focus on current available resources and are organized and operated on the basis of funds, each of which is defined as a fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All of the funds of the Village can be divided into two categories: governmental funds and proprietary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances left at year-end that are nonspendable, restricted, committed, assigned, or unassigned. Such information may be useful in evaluating a government's near-term financing requirements.

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

Village of Gilbert
Gilbert, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2023

The Village of Gilbert maintains two individual governmental funds. Information as of and for the year ended June 30, 2023, is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and the Sales Tax Fund, which are considered to be major funds.

The Village of Gilbert adopts an annual appropriated budget for the General Fund and the Sales Tax Fund. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

The governmental fund financial statements can be found on pages 19-22 of this report.

Proprietary funds. The Village maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Village uses its enterprise funds to account for its sewer and water and solid waste operations.

Proprietary funds are used to account for activities that function in a manner similar to commercial enterprises. Proprietary fund financial statements typically provide a more detailed presentation of the information reported in the business-type activities portion of the government-wide financial statements. The proprietary funds financial statements provide separate information for all of the enterprise funds, which are considered to be major funds of the Village.

The proprietary fund financial statements can be found on pages 23-25 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 27-41 of this report.

Supplemental information. In addition to the basic financial statements and accompanying notes, this report also presents required supplemental information concerning the Village of Gilbert's compliance with budgets for its major funds. Also, other supplemental information schedules are included in the report.

FINANCIAL HIGHLIGHTS

-The assets of the Village exceeded its liabilities at June 30, 2023 by \$1,526,186 (net position).

-The Village's net position decreased by \$22,334. The net position of the governmental activities increased by \$4,631, and the net position of the business-type activities decreased by \$266,965.

-Of the total net position amount, \$164,826 is unrestricted net position. The Village's net position is comprised of \$651,383 from government activities and \$874,803 from business-type activities.

Village of Gilbert
Gilbert, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2023

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Summary of Net Position

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Assets						
Cash and equivalents	\$ 69,149	\$ 55,826	\$ 15,994	\$ 26,447	\$ 85,143	\$ 82,273
Investments	56,000	56,000	-	-	56,000	56,000
Accounts receivable	16,458	20,744	19,918	23,236	36,376	43,980
Prepaid expenses	16,758	19,643	2,805	8,099	19,563	27,742
Cash and equivalents - restricted	151,985	49,465	27,748	27,246	179,733	76,711
Capital assets (net of accumulated depreciation)	508,084	509,940	853,276	863,881	1,361,360	1,373,821
Total Assets	\$ 818,434	\$ 711,618	\$ 919,741	\$ 948,909	\$ 1,738,175	\$ 1,660,527
Liabilities						
Accounts payable	\$ 12,076	\$ 9,892	\$ 14,472	\$ 13,980	\$ 26,548	\$ 23,872
Payroll Liabilities	3,225	5,654	2,831	5,918	6,056	11,572
Customer meter deposits	151,750	49,320	27,635	27,310	179,385	76,630
Total Liabilities	\$ 167,051	\$ 64,866	\$ 44,938	\$ 47,208	\$ 211,989	\$ 112,074
Net Position						
Net investment in capital assets	\$ 508,084	\$ 509,940	\$ 853,276	\$ 863,881	\$ 1,361,360	\$ 1,373,821
Unrestricted	143,298	136,812	21,527	37,819	164,825	174,631
Total Net Position	\$ 651,382	\$ 646,752	\$ 874,803	\$ 901,700	\$ 1,526,185	\$ 1,548,452

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Village of Gilbert exceeded liabilities by \$1,526,186; this represents a decrease of \$22,334 from the last fiscal year. A significant portion (90%) of the Village of Gilbert's net position reflects its investments in capital assets (e.g., land, building and improvements, and equipment, net of accumulated depreciation), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending. The Village has no outstanding debt.

Village of Gilbert
Gilbert, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2023

Summary of Change in Net Position

	Governmental Activities		Business-Type Activities		Total	
	2023	2022	2023	2022	2023	2022
Revenues						
Charges for services	\$ 3,429	\$ 2,576	\$ 258,666	\$ 265,818	\$ 262,095	\$ 268,394
Taxes:						
Ad valorem tax	18,033	17,167	-	-	18,033	17,167
Sales tax	78,616	71,342	-	-	78,616	71,342
Franchise tax	11,870	11,594	-	-	11,870	11,594
Other tax	24,285	18,555	-	-	24,285	18,555
Licenses and permits	13,315	17,735	-	-	13,315	17,735
Capital grant	34,010	950	-	21,500	34,010	22,450
Operating grant	58,931	55,244	55,000	-	113,931	55,244
Intergovernmental	3,768	4,347	-	-	3,768	4,347
Fines, forfeitures, and court costs	200,639	151,818	-	-	200,639	151,818
Rent, royalty, and commission	190	190	3,600	3,600	3,790	3,790
Miscellaneous	475	251	625	50	1,100	301
Total revenues	<u>447,561</u>	<u>351,769</u>	<u>317,891</u>	<u>290,968</u>	<u>765,452</u>	<u>642,737</u>
Expenses						
Current:						
General government	149,188	131,398	-	-	149,188	131,398
Public safety						
Fire	20,746	21,752	-	-	20,746	21,752
Police	162,571	168,728	-	-	162,571	168,728
Highways and streets	73,147	73,074	-	-	73,147	73,074
Community development	11,236	4,884	-	-	11,236	4,884
Utility	-	-	376,109	371,138	376,109	371,138
Total expenses	<u>416,888</u>	<u>399,836</u>	<u>376,109</u>	<u>371,138</u>	<u>792,997</u>	<u>770,974</u>
Excess (deficiency) of revenues over (under) expenses	<u>30,673</u>	<u>(48,067)</u>	<u>(58,218)</u>	<u>(80,170)</u>	<u>(27,545)</u>	<u>(128,237)</u>
Other financing sources (uses)						
Gain (loss) on sale of fixed assets	4,000	4,000	-	-	4,000	4,000
Interest earnings	1,119	305	92	97	1,211	402
Operating transfers	(31,161)	(18,132)	31,161	18,132	-	-
Total other financing sources (uses)	<u>(26,042)</u>	<u>(13,827)</u>	<u>31,253</u>	<u>18,229</u>	<u>5,211</u>	<u>4,402</u>
Change in net position	4,631	(61,894)	(26,965)	(61,941)	(22,334)	(123,835)
Net position - June 30, 2022	646,752	709,700	901,768	963,641	1,548,520	1,673,341
Net position - June 30, 2023	<u>\$ 651,383</u>	<u>\$ 647,806</u>	<u>\$ 874,803</u>	<u>\$ 901,700</u>	<u>\$ 1,526,186</u>	<u>\$ 1,549,506</u>

Village of Gilbert
Gilbert, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2023

Governmental activities. The governmental activities of the Village include General Government, Public Safety, Public Works, and Culture and Recreation. Revenues normally associated with municipal operations are sales tax, property tax, franchise fees, license fees, sanitation fees, permits, fines and operating and capital grants. The most significant revenues of the governmental activities are fines and forfeitures (48%), sales taxes (19%), and other taxes (6%).

Public safety expenses are the most significant (44%) of all governmental activities expenses, followed by general government expenses (36%) and highways and streets expenses (18%). Depreciation expense is included in these amounts.

Governmental activities revenues increased by \$84,932 in the current year as compared to the prior year. The increase was primarily attributable to the increase in revenues from fines in the amount of \$48,821 and grants in the amounts of \$37,047.

Governmental activities expenses increased by \$17,053 in the current year as compared to the prior year. The increase was due primarily to an increase in general government expenses in the amount of \$17,980.

Business-type activities. The business-type activities net position decreased by \$26,965. The operating loss of the Water and Sewer Fund was \$116,818, an increase of \$11,616 over the previous year's operating loss, which was \$105,202. The operating loss includes depreciation expense (a non-cash expense) in the amount of \$58,492. The depreciation expense in the previous fiscal year was \$53,908.

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS

As noted earlier, the Village uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

Governmental funds. As of June 30, 2023, the combined governmental fund balances of \$143,299 reflect an increase of \$6,487 over the June 30, 2022 governmental fund balances of \$136,812. Of the total ending fund balance, \$88,733 was assigned in the Sales Tax Fund and \$54,566 was unassigned in the General Fund.

The increases in the revenues and expenses of the governmental funds were described in the above Government-Wide Financial Analysis section.

Proprietary funds. The Village's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

The Utility Fund's net position decreased by \$26,964 in the current year.

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual revenues in the General Fund exceeded the budgeted amounts by \$23,245. Actual expenditures exceeded budgeted expenditures by \$3,117. Other financing sources actual amounts exceeded the budgeted amounts by \$10,311.

Village of Gilbert
Gilbert, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2023

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets. The total investment in net capital assets as of June 30, 2023 is \$1,361,360, which is a decrease of \$12,461 from the amount of \$1,373,821 at June 30, 2022. Of the total net investment in capital assets, \$508,084 was in the governmental activities and \$853,276 was in the business-type activities.

New major capital assets purchased or constructed in fiscal year 2023 are:

1. Water valves	\$25,002
2. Police patrol unit	28,000
3. Town hall improvement	12,324

Debt administration. The Village had no outstanding debt as of June 30, 2023.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

With the exception of Fines and Forfeitures which are projected to increase by \$15,361, revenues for the upcoming fiscal year are expected to be consistent with the actual amounts for the fiscal year ended June 30, 2023. Expenditures excluding capital outlay are expected to decrease by \$25,671. Operations for the upcoming fiscal year are expected to be consistent with the year ended June 30, 2023.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Village of Gilbert's finances for all those with an interest in the government's operations. Questions concerning any of the information provided in this report or request for additional information should be addressed to Mike Stephens, Honorable Mayor of the Village of Gilbert, Louisiana, Post Office Box 600, Gilbert, Louisiana 71336.

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

Village of Gilbert
Gilbert, Louisiana

Statement of Net Position
As of June 30, 2023

	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and equivalents	\$ 69,149	\$ 15,994	\$ 85,143
Investments	56,000	-	56,000
Accounts receivable	16,458	19,918	36,376
Prepaid expenses	16,758	2,805	19,563
Cash and equivalents - restricted	151,985	27,748	179,733
Capital assets (net of accumulated depreciation)	508,084	853,276	1,361,360
Total Assets	<u>818,434</u>	<u>919,741</u>	<u>1,738,175</u>
Liabilities			
Accounts payable	12,076	14,472	26,548
Payroll liabilities	3,225	2,831	6,056
Payable from restricted assets	151,750	27,635	179,385
Total Liabilities	<u>167,051</u>	<u>44,938</u>	<u>211,989</u>
Net Position			
Net investment in capital assets	508,084	853,276	1,361,360
Unrestricted	143,298	21,527	164,825
Total Net Position	<u>\$ 651,382</u>	<u>\$ 874,803</u>	<u>\$ 1,526,185</u>

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

Village of Gilbert
Gilbert, Louisiana

Statement of Activities
For the Year Ended June 30, 2023

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	\$ 149,188	\$ 1,429	\$ 7,885	\$ 11,760	\$ (128,114)	\$ - (128,114)
Fire	20,746	-	-	-	(20,746)	- (20,746)
Police	162,571	200,639	-	22,250	60,318	- 60,318
Highways and streets	73,147	2,000	50,046	-	(21,101)	- (21,101)
Community development	11,236	-	1,000	-	(10,236)	- (10,236)
Total governmental activities	<u>416,888</u>	<u>204,068</u>	<u>58,931</u>	<u>34,010</u>	<u>(119,879)</u>	<u>- (119,879)</u>
Business-type activities						
Water and sewer	<u>376,109</u>	<u>258,466</u>	<u>55,000</u>	<u>-</u>	<u>-</u>	<u>(62,643) (62,643)</u>
Total primary government	<u>\$ 792,997</u>	<u>\$ 462,534</u>	<u>\$ 113,931</u>	<u>\$ 34,010</u>	<u>(119,879)</u>	<u>(62,643) (182,522)</u>
<u>General Revenues</u>						
Taxes:						
Property taxes, levied for general purposes				18,033	-	18,033
Sales taxes				78,616	-	78,616
Franchise taxes				11,870	-	11,870
Other taxes				24,285	-	24,285
Licenses				13,315	-	13,315
Intergovernmental				3,768	-	3,768
Investment earnings				1,119	92	1,211
Rental income				190	3,600	3,790
Other revenue				475	825	1,300
Gain (loss) on sale of fixed assets				4,000	-	4,000
Operating transfers				(31,161)	31,161	-
Total general revenues and transfers				<u>124,510</u>	<u>35,678</u>	<u>160,188</u>
Change in net position				4,631	(26,965)	(22,334)
Net position - June 30, 2022				<u>646,752</u>	<u>901,768</u>	<u>1,548,520</u>
Net position - June 30, 2023				<u>\$ 651,383</u>	<u>\$ 874,803</u>	<u>\$ 1,526,186</u>

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

FUND FINANCIAL STATEMENTS

Village of Gilbert
Gilbert, Louisiana

Balance Sheet - Governmental Funds
As of June 30, 2023

	Major Funds		Total
	General Fund	Sales Tax Fund	
Assets			
Cash and equivalents	\$ 43,004	\$ 26,145	\$ 69,149
Investments	-	56,000	56,000
Accounts receivable	9,781	6,677	16,458
Prepaid expenses	16,758	-	16,758
Cash and equivalents - restricted	151,985	-	151,985
Total Assets	<u>\$ 221,528</u>	<u>\$ 88,822</u>	<u>\$ 310,350</u>
Liabilities & Fund Balances			
Liabilities:			
Accounts payable	\$ 11,987	\$ 89	\$ 12,076
Payroll liabilities	3,225	-	3,225
Payable from restricted assets	151,750	-	151,750
Total Liabilities	<u>166,962</u>	<u>89</u>	<u>167,051</u>
Fund balances:			
Assigned, reported in:			
Special revenue fund	-	88,733	88,733
Unassigned, reported in:			
General fund	54,565	-	54,565
Total Fund Balances	<u>54,565</u>	<u>88,733</u>	<u>143,298</u>
Total Liabilities and Fund Balances	<u>\$ 221,527</u>	<u>\$ 88,822</u>	<u>\$ 310,349</u>

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

Village of Gilbert
Gilbert, Louisiana

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of June 30, 2023

Total Fund Balances at June 30, 2023 - Governmental Funds (Statement C)	\$	143,298
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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.	508,084
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Net Position at June 30, 2023	\$	651,382
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Village of Gilbert
Gilbert, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended June 30, 2023

	Major Funds		Total
	General Fund	Sales Tax Fund	
Revenues			
Taxes:			
Ad valorem tax	\$ 18,033	\$ -	\$ 18,033
Franchise tax	11,870	-	11,870
Sales tax	-	78,616	78,616
Other tax	24,285	-	24,285
Licenses and permits	13,315	-	13,315
Capital grant	34,010	-	34,010
Operating grant	58,931	-	58,931
Intergovernmental	3,768	-	3,768
Fines, forfeitures, and court costs	200,639	-	200,639
Rent, royalty, and commission	190	-	190
Charges for services	3,429	-	3,429
Miscellaneous	475	-	475
Total revenues	<u>368,945</u>	<u>78,616</u>	<u>447,561</u>
Expenditures			
Current:			
General government	145,803	815	146,618
Public safety			
Police	159,162	-	159,162
Fire	15,996	-	15,996
Streets	39,985	-	39,985
Parks and recreation	6,910	-	6,910
Capital outlay	46,361	-	46,361
Total expenditures	<u>414,217</u>	<u>815</u>	<u>415,032</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(45,272)</u>	<u>77,801</u>	<u>32,529</u>
Other financing sources (uses)			
Interest earnings	679	440	1,119
Proceeds from the sale of fixed assets	4,000	-	4,000
Operating transfers in	38,378	-	38,378
Operating transfers out	1,854	(71,393)	(69,539)
Total other financing sources (uses)	<u>44,911</u>	<u>(70,953)</u>	<u>(26,042)</u>
Net changes in fund balances	(361)	6,848	6,487
Fund balances - June 30, 2022	54,927	81,885	136,812
Fund balances - June 30, 2023	<u>\$ 54,566</u>	<u>\$ 88,733</u>	<u>\$ 143,299</u>

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

Village of Gilbert
Gilbert, 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, 2023

Total net change in Fund Balances - Governmental Funds (Statement E)	\$	6,486
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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		(48,217)
Capital outlay		46,361
Change in net position of governmental activities (Statement B)	\$	<u>4,630</u>

Village of Gilbert
Gilbert, Louisiana

Statement of Net Position - Proprietary Fund
As of June 30, 2023

	Water & Sewer Fund
Assets	
Current Assets:	
Cash and equivalents	\$ 15,994
Accounts receivable	19,918
Prepaid expenses	2,805
Total Current Assets	38,717
Noncurrent Assets:	
Cash and equivalents - restricted	27,748
Capital assets (net of accumulated depreciation)	853,276
Total Noncurrent Assets	881,024
Total Assets	919,741
Liabilities	
Current Liabilities:	
Accounts payable	14,472
Payroll liabilities	2,831
Total Current Liabilities	17,303
Current liabilities payable from restricted assets	
Customer meter deposits	27,635
Total Liabilities	44,938
Net Position	
Net investment in capital assets	853,276
Unrestricted	21,527
Total Net Position	\$ 874,803

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

Village of Gilbert
Gilbert, Louisiana

Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Fund
For the Year Ended June 30, 2023

	Water & Sewer Fund
Operating Revenues	
Water sales	\$ 142,040
Sewer fees	115,192
Operating grant	55,000
Miscellaneous income	2,060
Total operating revenues	<u>314,292</u>
Operating Expenses	
Personnel services	138,861
Supplies	516
Utilities	96,894
Repairs and maintenance	68,862
Contractual services	9,600
Miscellaneous	2,884
Depreciation	58,492
Total operating expenses	<u>376,109</u>
Operating Income (Loss)	<u>(61,817)</u>
Non-operating Revenues (Expenses)	
Interest earnings	92
Rent, royalty and commission	3,600
Total non-operating revenues (expenses)	<u>3,692</u>
Income (loss) before transfers	<u>(58,125)</u>
Transfers in	(1,854)
Transfers out	<u>33,015</u>
Change in net position	(26,964)
Total Net Position - June 30, 2022	<u>901,768</u>
Total Net Position - June 30, 2023	<u><u>\$ 874,804</u></u>

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

Village of Gilbert
Gilbert, Louisiana

Statement of Cash Flows - Proprietary Fund
For the Year Ended June 30, 2023

	Water & Sewer Fund
Cash flows from operating activities	
Cash received from customers	\$ 266,238
Cash payments to suppliers for goods and services	(183,245)
Cash payments to employees	(134,909)
Net cash provided by (used for) operating activities	<u>(51,916)</u>
Cash flows from non-capital financing	
Transfers from other funds	(1,854)
Transfers to other funds	33,015
Net cash provided by (used for) non-capital financing activities	<u>31,161</u>
Cash flows from capital and related financing activities	
Acquisition of capital assets	(47,887)
Capital grant	55,000
Net cash provided by (used for) capital and related financing activities	<u>7,113</u>
Cash flows from investing activities	
Rental income	3,600
Interest earnings	92
Net cash provided by (used for) investing activities	<u>3,692</u>
Net increase (decrease) in cash and cash equivalents	(9,950)
Cash and cash equivalents - June 30, 2022	<u>53,692</u>
Cash and cash equivalents - June 30, 2023	<u>\$ 43,742</u>
Reconciliation of operating income to net provided by operating activities	
Operating income	\$ (116,818)
Adjustments	
Depreciation	58,492
Net changes in assets and liabilities	
Accounts receivable	3,295
Prepaid expenses	5,294
Customers' security deposits	325
Accounts payable	(38)
Payroll liabilities	(2,466)
Net cash provided for (used for) operating activities	<u>\$ (51,916)</u>

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

**NOTES TO THE
FINANCIAL STATEMENTS**

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

INTRODUCTION

The Village of Gilbert, Louisiana was incorporated in 1912 under the provisions of the Lawrason Act and has a current population of approximately 600. The Village operates under the Mayor-Board of Alderman form of government. The Board of Aldermen consists of three board members who are elected and compensated. The Village is located in Northeast Louisiana in Franklin Parish.

The Village employs a village clerk, chief of police, water and sewer superintendent, and approximately fifteen other full and part-time employees.

The Village provides the following services to its residents: public safety (police and fire), highways and streets, culture and recreation, and general administrative services through the general fund; and water, sewer and sanitation facilities through the enterprise fund.

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, 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 Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

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 Gilbert.

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 Gilbert's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived 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 Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

D. Fund Financial Statements

The accounts of the Village of Gilbert 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 Gilbert 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.

Special Revenue Fund - Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village has the following special revenue fund:

Sales Tax Fund - To account for the proceeds of sales taxes received and the expenditures of those funds in accordance with the law. This fund is considered by management to be a major governmental fund.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

Revenues

The governmental funds use the following practices in recording revenues:

Those revenues susceptible to accrual are property taxes, franchise taxes, and charges for services. Fines and 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-net 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.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

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.

The Enterprise Fund of the Village of Gilbert 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 Gilbert 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.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

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, 2023.

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, 2023.

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, 2023.

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 assigned funds of \$88,733 in the Sales Tax Fund for year ended June 30, 2023.

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 \$54,565 of unassigned funds in the General Fund.

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.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

F. Budgets

The Village Clerk prepares a proposed budget and submits it to the Board of Aldermen no later than fifteen days prior to the beginning of each fiscal year. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted. The budget ordinance is structured such that revenues are budgeted by source and appropriations are budgeted by department and by principal object of expenditure. Appropriations lapse at the end of each fiscal year. The Board of Aldermen may revise or amend the budget at its discretion during legally convened sessions. Management may amend the budget only below the department level. The Village utilizes formal budgetary integration as a management control device for all funds.

The 2022-2023 general fund budget was published in the official journal and made available for public inspection. A public hearing for the proposed budget was held on June 9, 2022, and the budget was adopted by the Mayor and Board of Aldermen. The budget was legally amended on June 8, 2023.

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 Gilbert 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 Gilbert'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.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

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. Interfund Receivables and Payables

Activity between funds that is representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" on the fund financial statements balance sheets, as well as all other outstanding balances between funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

J. Inventories and Prepaid Items

Inventories of supplies in the Proprietary Fund are not material and are charged to operations as purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

K. 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.

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.

Depreciation is provided over the estimated useful life of each class of depreciable assets and is computed using the straight-line method. Depreciation is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. The estimated useful life for classes of assets are as follows:

Description	Estimated Lives
Land improvements	20-30 years
Buildings and building improvements	7-40 years
Furniture and fixtures	5-12 years
Vehicles	5-15 years
Equipment	5-20 years
Water and sewer system facilities	40 years
Infrastructure	40 years

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

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.

L. 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 reported no deferred outflows of resources.

M. Compensated Absences

The Village has the following policy relating to vacation and sick leave:

Employees with one year of service earn 5 days of vacation and 10 days of sick leave per year. Employees with two to twenty years of service earn 10 days vacation and 10 days of sick leave per year. Employees with twenty-one to twenty-five years of service receive an additional day of vacation leave for each year of service over twenty years. The maximum annual vacation leave is fifteen days for an employee who has completed twenty-five years of service. Employees with less than one year of service receive no paid leave. After completing one year of service, employees may carry over sick leave with the maximum accumulation limited to 15 days.

There is no provision to pay for accumulated sick or annual leave.

N. 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 no deferred inflows of resources.

O. 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 Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

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.

P. 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. Ad Valorem Tax

All ad valorem tax receivables are shown net of an allowance for uncollectible accounts. Uncollectible amounts due for ad valorem taxes are recognized as bad debts through the establishment of an allowance account. Ad valorem taxes are levied on a calendar year basis and become delinquent on December 31. The Village bills and collects its own ad valorem taxes. For the 2022 ad valorem taxes, one rate of tax was levied on property within the corporate limits, as follows:

General corporate purposes - 7.86 mills on an assessed value of \$2,288,472

This millage was approved by the Board of Aldermen on May 11, 2023. This millage is the maximum millage that can be assessed without the approval of the voters of the Village.

3. Sales Tax

The Village of Gilbert, currently has an authorized sales tax of 1% for all taxable sales and use of goods and services within the Village. The sales tax is collected for the Village by the Franklin Sales and Use Tax Department. The tax is to be used for the general operations of the Village as approved by the mayor and board of aldermen.

4. Cash, Cash Equivalents, and Investments

At June 30, 2023, the Village had cash and cash equivalents (book balances) totaling \$264,876, including interest bearing demand deposits and savings accounts in the amount of \$260,458, non-interest bearing demand deposit accounts of \$4,318, and \$100 cash on hand. 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, 2023, the Village had \$258,948 in deposits (collected bank balances). These deposits are secured from risk by \$194,000 of federal deposit insurance with the balance of \$64,948 being secured by the pledge securities owned by their fiscal agency bank.

Village of Gilbert
 Gilbert, Louisiana

Notes to the Financial Statements
 As of and for the year ended June 30, 2023

Cash and investments are categorized to give an indication of the level of risk assumed by the Village at June 30, 2023. Deposits are considered to be exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by the the pledging financial institution's trust department or agent but not in the depositor-government's name.

At June 30, 2023, the Village had investments of \$56,000 which were covered by \$56,000 of federal depository insurance.

5. Receivables

The receivables of \$36,400 at June 30, 2023, are as follows:

	Fund			Total
	General	Sales Tax	Enterprise	
Taxes:				
Ad valorem	\$ -	\$ -	\$ -	\$ -
Sales and use	-	6,677	-	6,677
Other	3,361	-	-	3,361
Other revenues	6,420	-	-	6,420
Accounts	-	-	20,730	20,730
Allowance for uncollectible accounts	-	-	(788)	(788)
Total	\$ 9,781	\$ 6,677	\$ 19,942	\$ 36,400

Based on prior payment experience, aging of accounts, and current economic conditions, the allowance for collectible accounts in the water and sewer enterprise fund has been established at 2% of outstanding receivables.

6. Prepaid Items

Prepaid items at June 30, 2023 consist of prepaid insurance premiums in the General Fund of \$16,758 and in the Enterprise Fund of \$2,805.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

7. Capital Assets

A summary of changes in capital assets for the year ended June 30, 2023, is as follows:

A. Capital Assets - Governmental Activities

	Balance, July 01, 2022	Additions	Deletions	Balance, June 30, 2023
Capital assets not depreciated				
Land	\$ 60,415	\$ 5,333	\$ -	\$ 65,748
Total capital assets not being depreciated	<u>60,415</u>	<u>5,333</u>	<u>-</u>	<u>65,748</u>
Capital assets being depreciated				
Buildings	319,801	12,324	-	332,125
Improvements other than buildings	665,557	-	-	665,557
Infrastructure - Streets	340,940	-	-	340,940
Machinery and equipment	392,695	704	-	393,399
Vehicles	359,937	28,000	25,596	362,341
Total capital assets being depreciated	<u>2,078,930</u>	<u>41,028</u>	<u>25,596</u>	<u>2,094,362</u>
Less accumulated depreciation				
Buildings	159,762	8,845	-	168,607
Improvements other than buildings	665,557	-	-	665,557
Infrastructure - Streets	163,324	17,677	-	181,001
Machinery and equipment	303,984	14,646	-	318,630
Vehicles	336,778	7,049	25,596	318,231
Total accumulated depreciation	<u>1,629,405</u>	<u>48,217</u>	<u>25,596</u>	<u>1,652,026</u>
Capital assets, net	<u>449,525</u>	<u>(7,189)</u>	<u>-</u>	<u>442,336</u>
Governmental capital assets - net	<u>\$ 509,940</u>	<u>\$ (1,856)</u>	<u>\$ -</u>	<u>\$ 508,084</u>

Functional Allocation of Depreciation Expense

General government	\$ 2,569
Public safety	
Police	3,410
Fire	4,751
Public works	33,161
Culture and recreation	4,326
Total	<u>\$ 48,217</u>

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

B. Capital Assets - Proprietary Funds

	Balance, July 01, 2022	Additions	Deletions	Balance, June 30, 2023
Capital assets not depreciated				
Land	\$ 1,000	\$ -	\$ -	\$ 1,000
Total capital assets not being depreciated	1,000	-	-	1,000
Capital assets being depreciated				
Buildings	27,130	-	-	27,130
Improvements other than buildings	2,650,113	-	-	2,650,113
Machinery and equipment	112,166	47,887	-	160,053
Total capital assets being depreciated	2,789,409	47,887	-	2,837,296
Less accumulated depreciation				
Buildings	7,885	600	-	8,485
Improvements other than buildings	1,861,084	54,253	-	1,915,337
Machinery and equipment	57,559	3,639	-	61,198
Total accumulated depreciation	1,926,528	58,492	-	1,985,020
Capital assets, net	862,881	(10,605)	-	852,276
Business-type activities capital assets - net	\$ 863,881	\$ (10,605)	\$ -	\$ 853,276

8. Payables

The payables of \$35,352 at June 30, 2023, are as follows:

	Fund			Total
	General	Sales Tax	Enterprise	
Salaries	\$ 2,394	\$ -	\$ 2,149	\$ 4,543
Payroll tax liabilities	831	-	682	1,513
Accounts	11,987	89	14,394	26,470
Other	-	-	78	78
Total	\$ 15,212	\$ 89	\$ 17,303	\$ 32,604

9. Short-Term Debt

The Village of Gilbert had no short term debt activity for the year ended June 30, 2023, and there was no short-term debt outstanding at the end of the fiscal year.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

10. Leases

The Village of Gilbert had no lease activity for the year ended June 30, 2023 and had no leases outstanding at the end of the fiscal year.

11. Long-Term Obligations

The Village had no long-term debt activities during the year ended June 30, 2023, and there was no long-term debt outstanding at the end of the fiscal year.

12. Retirement Systems

On June 25, 2002, the Mayor and Board of Aldermen of the Village of Gilbert voted in regular session to withdraw from all municipal retirement programs in which they had previously participated. They also voted to withdraw from participation in any group health or other medical employment benefits. The Village withholds Social Security and Medicare taxes from the wages and salaries of all employees and is obligated for the matching employer contribution for the taxes.

During the year ended June 30, 2023, the Village of Gilbert had one employee enrolled in the Municipal Police Employees' Retirement System for two months. This enrollment subjected the Village to the provisions of GASB 68 Accounting and Financial Reporting for Pensions. However, the estimates for these provisions were not substantial, and the Village did not apply these provisions to the calculation of the pension liability or expense incurred.

13. Reserved and Designated Retained Earnings/Fund Balances

The Water and Sewer Fund had restricted net position as follows:

Restricted Assets - Cash and investments	
Customer deposits	\$ 27,635
American Rescue Plan Funds	151,750
Less liabilities payable from restricted assets	
Customer deposits	27,635
Liability for unspent funds	<u>151,750</u>
Total	<u>\$ -</u>

14. Related Party Transactions

The Village of Gilbert had no related party transactions for the year ended June 30, 2023.

Village of Gilbert
Gilbert, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2023

15. Grants

During the year ended June 30, 2023, the Village of Gilbert received a grant from the Louisiana Office of Community Development Community Water Enrichment Fund for \$25,000 to be used to purchase water meter flush valves for the water department. The total cost of the equipment was \$25,002. Two LGAP grants were received in the amount of \$34,010 were used to make improvements to the town hall building and purchase a vehicle for the police department. An Act 170 grant from the state of Louisiana in the amount of \$30,000 was used to make improvements. A grant from FEMA in the amount of \$50,046 was received to reimburse the Village for expenses to clean up debris from a winter storm disaster. The Village also received American Rescue Plan funds in the amount of \$102,431. As of June 30, 2023, the Village has not spent grant funds and has earned interest in the amount of \$235 on the funds. The Village has unspent funds on hand as of June 30, 2023 in the amount of \$151,750. The unspent amount is reflected as a liability in the financial statements.

16. 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.

17. Litigation and Claims

At June 30, 2023, the Village was not involved in any lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

18. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 22, 2023, 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**

PART II

Village of Gilbert
Gilbert, Louisiana

Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2023

	Budget - Original	Budget - Final	Actual	Variance - Favorable (Unfavorable)
Revenues				
Taxes:				
Ad valorem tax	\$ 18,900	\$ 18,000	\$ 18,033	\$ 33
Franchise tax	12,000	12,000	11,870	(130)
Other tax	16,500	23,500	24,285	785
Licenses and permits	25,000	13,000	13,315	315
Capital grant	-	-	34,010	34,010
Operating grant	45,000	85,000	58,931	(26,069)
Intergovernmental	2,800	4,400	3,768	(632)
Fines, forfeitures, and court costs	216,000	215,000	200,639	(14,361)
Rent, royalty, and commission	1,395	3,790	190	(3,600)
Charges for services	3,200	3,000	3,429	429
Miscellaneous	6,000	14,500	475	(14,025)
Total revenues	<u>346,795</u>	<u>392,190</u>	<u>368,945</u>	<u>(23,245)</u>
Expenditures				
Current:				
General government	124,800	143,800	145,803	(2,003)
Public safety				
Police	142,200	154,500	159,162	(4,662)
Fire	21,000	22,100	15,996	6,104
Streets	35,300	41,500	39,985	1,515
Parks and recreation	3,500	6,200	6,910	(710)
Capital outlay	50,000	43,000	46,361	(3,361)
Total expenditures	<u>376,800</u>	<u>411,100</u>	<u>414,217</u>	<u>(3,117)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(30,005)</u>	<u>(18,910)</u>	<u>(45,272)</u>	<u>(26,362)</u>
Other financing sources (uses)				
Interest earnings	1,000	600	679	79
Proceeds from the sale of fixed assets	-	4,000	4,000	-
Operating transfers in	35,000	30,000	38,378	8,378
Operating transfers out	-	-	1,854	1,854
Total other financing sources (uses)	<u>36,000</u>	<u>34,600</u>	<u>44,911</u>	<u>10,311</u>
Net changes in fund balances	5,995	15,690	(361)	(16,051)
Fund balances - June 30, 2022	54,927	54,927	54,927	-
Fund balances - June 30, 2023	<u>\$ 60,922</u>	<u>\$ 70,617</u>	<u>\$ 54,566</u>	<u>\$ (16,051)</u>

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

Village of Gilbert
Gilbert, Louisiana

Budgetary Comparison Schedule - Sales Tax Fund
For the Year Ended June 30, 2023

	Budget - Original	Budget - Final	Actual	Variance - Favorable (Unfavorable)
Revenues				
Taxes:				
Sales tax	\$ 62,000	\$ 72,000	\$ 78,616	\$ 6,616
Total revenues	<u>62,000</u>	<u>72,000</u>	<u>78,616</u>	<u>6,616</u>
Expenditures				
Current:				
General government	800	800	815	(15)
Total expenditures	<u>800</u>	<u>800</u>	<u>815</u>	<u>(15)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>61,200</u>	<u>71,200</u>	<u>77,801</u>	<u>6,601</u>
Other financing sources (uses)				
Interest earnings	300	300	440	140
Operating transfers out	(35,000)	(63,000)	(71,393)	(8,393)
Total other financing sources (uses)	<u>(34,700)</u>	<u>(62,700)</u>	<u>(70,953)</u>	<u>(8,253)</u>
Net changes in fund balances	26,500	8,500	6,848	(1,652)
Fund balances - June 30, 2022	<u>81,885</u>	<u>81,885</u>	<u>81,885</u>	<u>-</u>
Fund balances - June 30, 2023	<u>\$ 108,385</u>	<u>\$ 90,385</u>	<u>\$ 88,733</u>	<u>\$ (1,652)</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 Gilbert
Gilbert, 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 Gilbert, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Village of Gilbert's basic financial statements and have issued our report thereon dated December 22, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village of Gilbert'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 Gilbert's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Gilbert'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. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Gilbert'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 one instance of noncompliance or other matters that is required to be reported under Government Auditing Standards and which is described in the accompanying schedule of findings and questioned costs as Finding 2023-001.

Village of Gilbert's Response to Findings

The Village of Gilbert's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Village of Gilbert'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 Gilbert's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 22, 2023

SUPPLEMENTAL INFORMATION

Village of Gilbert
Gilbert, Louisiana

Schedule of Findings and Questioned Costs
For the year ended June 30, 2023

We have audited the basic financial statements of the Village of Gilbert as of and for the year ended June 30, 2023 and have issued our report thereon dated December 22, 2023. 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, 2023 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 2023-001 Compliance with Local Government Budget Act

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

Condition: The Village of Gilbert's actual revenues were less than budgeted revenues by more than 5%.

Cause: None.

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

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

Management Response: The Village of Gilbert will implement procedures to ensure that state law is followed with respect to budgetary procedures.

Prior Year

No prior year findings.

Village of Gilbert
Gilbert, LouisianaSchedule of Compensation Paid Aldermen
For the year ended June 30, 2023

	2023
Randall T. Lloyd	\$ 2,400
Christine Ezell	2,400
Susan Britt	<u>2,700</u>
	<u>\$ 7,500</u>

Village of Gilbert
Gilbert, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head
For the year ended June 30, 2023

Mike Stephens Mayor		
Salary	\$	14,400
Conference travel		201
Conference meals		205
Conference lodging		562
	\$	<u>15,368</u>

Village of Gilbert
Gilbert, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
For the year ended June 30, 2023

	First Six Month Period Ended 12/31/22	Second Six Month Period Ended 06/30/23
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ -	\$ -
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	11,640	13,770
Criminal Fines - Contempt	-	-
Criminal Fines - Other	75,525	91,433
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	3,493	4,778
Interest Earnings on Collected Balances	-	-
Other (do not include collections that fit into more specific categories above)	-	-
Subtotal Collections	90,658	109,981
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 System, Criminal Court Costs/Fees	388	459
LA Commission on Law Enforcement, Criminal Court Costs/Fees	760	900
LA Traumatic Head and Spinal Cord Injury Trust Fund, Criminal Court Costs/Fees	1,940	2,295
LA Supreme Court, Criminal Court Costs/Fees	163	261
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 Gilbert, Criminal Court Costs/Fees	11,640	13,770
Village of Gilbert, Criminal Fines - Other	71,405	86,712
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies (Please enter zeros if no activity within a certain line item)		
Civil Fee Refunds	-	-

Village of Gilbert
 Gilbert, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
 For the year ended June 30, 2023

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	4,362	5,584
Subtotal Disbursements/Retainage	<u>90,658</u>	<u>109,981</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	<u>-</u>	<u>-</u>
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.	-	-
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	-	-
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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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board Members of Village of Gilbert
Gilbert, 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, 2022 through June 30, 2023. Village of Gilbert's management is responsible for those C/C areas identified in the SAUPs.

Village of Gilbert 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, 2022 through June 30, 2023. 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.

Exception: The Village of Gilbert has written policies and procedures for all the above except contracting, debt service, and IT Disaster Recovery and Business Continuity.

Management's Response: The Village will develop written policies and procedures for contracting, debt service, and information technology disaster recovery/business continuity.

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.

Response: Board met monthly with a quorum.

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, 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.

Response: Meeting minutes reference budget-to-actual comparison.

- 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.

Response: No negative unrestricted fund balance.

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.

Response: No prior year findings.

Exception: See above responses.

Management's Response: None.

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);

Response: Bank reconciliations were prepared within 2 months of the related statement closing date.

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

Response: Three bank reconciliations out of five did not include written evidence they were reviewed by a member of management or board member that does not handle the cash, issue checks, or post ledgers.

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.

Response: No written evidence reflecting outstanding items have been researched.

Exception: See above responses.

Management's Response: Management will ensure that a member of management or a board member who does not handle cash, issue checks, or post ledgers has reviewed all bank reconciliations. Management will also research outstanding reconciling items.

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).

Response: Management provided a listing of collection locations and representation that listing is complete.

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;

Response: The town clerk and assistant clerk are both responsible for collections and share a cash drawer.

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;

Response: The town clerk or the assistant clerk prepares the deposits daily.

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

Response: The town clerk collects cash and also records all collection entries in the accounting system and general ledger.

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.

Response: The town clerk or assistant clerk are responsible for cash collections and the mayor and Board of Alderman review the bank reconciliations.

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.

Response: All employees responsible for cash collections are all bonded 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.

Response: Five out of seven deposits reviewed used sequentially pre-numbered receipts.

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

Response: All collection documentation were traced to the deposit slip.

iii. Trace the deposit slip total to the actual deposit per the bank statement.

Response: All deposits slip were traced to 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).

Response: All deposits were made within one business day or within one week.

v. Trace the actual deposit per the bank statement to the general ledger.

Response: All deposits were traced from the bank statement to the general ledger.

Exception: See above responses.

Management's Response: None.

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).

Response: Management provided written policies and procedures.

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;

Response: Employees can initiate a purchase request and the Mayor and Board of Alderman approve the purchases.

ii. At least two employees are involved in processing and approving payments to vendors;

Response: The clerk processes the payments and the Mayor and Board of Alderman approve the payments.

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;

Response: The clerk adds vendors and processes the payments, but the Mayor approves new vendors and modifying 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

Response: The clerk processes the check, the Mayor signs the check, and the assistant clerk mails the check.

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.

Response: The town clerk and mayor are authorized to sign checks and approve the electronic disbursements of funds.

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

Response: Only one invoice reviewed did not include written evidence of being received by the entity.

ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5b above, as applicable.

Response: Written evidence of segregation of duties.

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.

Response: Bank reconciliations show written evidence that all electronic disbursements were reviewed and approved by an authorized persons.

Exception: See above responses.

Management's Response: None.

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.

Response: Written evidence showed statements were reviewed and charges were approved by someone other than the cardholder.

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

Response: No finance charges or late fees observed.

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.

Response: All statements reviewed met all criteria.

Exception: See above responses.

Management's Response: None.

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);

Response: Reimbursements per diem were no more than the rates established by the State of Louisiana.

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

Response: Only one reimbursement out of five reviewed did not have an invoice or supporting documentation attached.

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

Response: No meal charges.

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

Response: Three out of five reimbursements reviewed were approved and checks were signed by the person receiving the reimbursement.

Exception: See above responses.

Management's Response: Management will ensure that each reimbursement is supported by an original itemized receipt.

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

Response: No new or amended contracts.

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.

Exception: See above responses.

Management's Response: None.

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.

Response: Management provided a listing of all employees and officials employed during the fiscal period.

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;

Response: All employees documented their daily attendance.

ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

Response: No written evidence indicated a supervisor approved the attendance/leave of three employees/officials.

iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

Response: No employees/officials selected for review had any leave accrued.

iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Response: All rates paid for employees/officials reviewed agree with the authorized pay rate found in the personnel files.

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.

Response: The last paid rate for the terminated/resigned employees reviewed agree with the authorized pay rate found in the personnel files.

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.

Response: Management provided representation and documentation that all third-party payroll related amounts have been paid and forms have been submitted.

Exception: See above responses.

Management's Response: Management will ensure that a supervisor approves all attendance and leave.

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

Response: All employees/officials selected for review completed required one hour of ethics training during the calendar year.

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.

Response: No changes in ethics policy.

B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Response: The town clerk takes all ethics incidents and reports to mayor.

Exception: See above responses.

Management's Response: None.

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.

Response: No debt service.

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).

Exception: See above responses.

Management's Response: None.

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.

Response: Management provided representation of no missappropriations of public funds and assets during the fiscal period.

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.

Response: Fraud notice is posted on premises.

Exception: See above responses.

Management's Response: None.

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."

Response: 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.

Response: Management provided representation that access to computers and networks have been removed for all terminated employees.

Exception: See above responses.

Management's Response: None.

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.

Response: All five employees/officials selected for review completed the required one hour of sexual harassment training during the calendar year.

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).

Response: Sexual harassment policy is posted on premises.

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.

Response: Annual sexual harassment report was completed by February 1 and included the applicable requirements.

Exception: See above responses.

Management's Response: None.

We were engaged by Village of Gilbert 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 Gilbert 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. Falden & Co., CPAs, LLC

Jonesboro, Louisiana
December 22, 2023

VILLAGE OF GILBERT

ALDERMAN
SUSAN BRITT
BARBARA EZELL
RANDY LLOYD

MIKE STEPHENS, MAYOR
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CITY CLERK:
OUIDA SEWELL
CHIEF OF POLICE:
ALVIA VICK



December 22, 2023

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, 2022 through June 30, 2023, 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, 2022 through June 30, 2023, 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, 2023, and December 22, 2023.
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

- 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, 2023, 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  Date December 22, 2023

Title Mayor

Signature  Date December 22, 2023

Title Board Member