

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

FINANCIAL REPORT

June 30, 2019

HILL, INZINA & COMPANY

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HILL, INZINA & COMPANY

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

Board of Commissioners
Morehouse Sales and Use Tax Commission
Bastrop, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Morehouse Sales and Use Tax Commission (the "Commission"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order

to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis; budgetary comparison schedule; schedule of proportionate share of net pension liability; and schedule of contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board ("GASB"), 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.

Other Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of compensation, benefits, and other payments to agency head is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The other supplementary 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, this information is 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 September 17, 2019 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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 Commission's internal control over financial reporting and compliance.

/s/ Hill, Inzina & Co.

September 17, 2019

REQUIRED SUPPLEMENTARY INFORMATION (Part 1 of 2)

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Year Ended June 30, 2019

As management of Morehouse Sales Tax and Use Tax Commission (the "Commission"), we offer readers of the Commission's financial statements this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2019. This discussion and analysis of management is designed to provide an objective and easy to read analysis of the Commission's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with a broad overview of the Commission's finances. It is also intended to provide readers with an analysis of the Commission's short-term and long-term activities based on information presented in the financial report and fiscal policies that have been adopted by the Commission. Specifically, this section is designed to assist the reader in focusing on significant financial issues, provide an overview of the Commission's financial activity, identify changes in the Commission's financial position (its ability to address the next and subsequent years' challenges), identify any material deviations from the financial plan (approved budget), and identify individual issues or concerns of individual funds.

As with other sections of this financial report, the information contained within this discussion and analysis of management should be considered only a part of the greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the notes to financial statements and supplementary information are provided in addition to this discussion and analysis of management.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's financial statements. The Commission's basic financial statements consist of the following components:

1. Government-wide financial statements

Government-wide financial statements are designed by GASB Statement No. 34 to provide readers with a concise "entity-wide" statement of net position and statement of activities, seeking to give the users of the financial statements a broad overview of the Commission's financial position and results of operations in a manner similar to a private-sector business.

The statement of net position presents information on all of the Commission's 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 assets and liabilities is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or weakening. Evaluation of the overall economic health of the Commission would extend to other nonfinancial factors in addition to the financial information provided in this report.

The statement of activities presents information showing how the Commission's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of this statement is to show the financial reliance of the Commission's distinct activities or functions on revenues provided by the users of its services.

The government-wide financial statements report governmental activities of the Commission that are principally supported by charges for services. Governmental activities include general government only.

2. Fund financial statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Commission uses funds to ensure and demonstrate compliance with finance-related laws and regulations. All of the funds of the Commission are governmental funds that are used to account for all of the Commission's basic services and are reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the Commission's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources during the year and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and commitment of spendable resources for the near-term.

3. Statement of fiduciary fund net assets

Fiduciary (agency) funds are used to account for resources collected and held for the benefit of taxing bodies.

4. Notes to financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements.

In addition to the basic financial statements, the Commission also includes in this report additional information to supplement the basic financial statements.

Government-Wide Financial Analysis

The following provides a summary of the net position of the Commission's governmental activities as of June 30:

	<u>2019</u>	<u>2018</u>
Current and other assets	\$ 686,831	\$ 682,348
Capital assets, net of depreciation	<u>32,468</u>	<u>26,710</u>
Total assets	<u>\$ 719,299</u>	<u>\$ 709,058</u>
 Deferred outflows of resources	 <u>\$ 112,668</u>	 <u>\$ 124,167</u>
 Other liabilities	 \$ 518,510	 \$ 492,727
Long-term liabilities	<u>524,963</u>	<u>510,498</u>
Total liabilities	<u>\$ 1,043,473</u>	<u>\$ 1,003,225</u>
 Deferred inflows of resources	 <u>\$ 14,014</u>	 <u>\$ 15,312</u>
 Net position:		
Invested in capital asset	\$ 32,468	\$ 26,710
Unrestricted (deficit)	<u>(257,988)</u>	<u>(212,022)</u>
 Total net position (deficit)	 <u><u>\$(225,520)</u></u>	 <u><u>\$(185,312)</u></u>

As noted earlier, net position may serve over time as a useful indicator of the Commission's financial position. The Commission will use the unrestricted net position, as it becomes available, to meet the ongoing obligations to users of its services and creditors.

By far the largest portion of the Commission's net position as of June 30, 2019 consists of the investment in capital assets (furniture, equipment, and a vehicle). The Commission uses these capital assets to provide services to users of its services; consequently, these assets are not available for future spending.

The following summarizes the Commission's net position changes as of June 30:

	<u>2019</u>	<u>2018</u>
Revenues:		
Program revenues:		
Charges for services	\$ 317,448	\$ 291,718
General revenues:		
Interest and miscellaneous	<u>12,665</u>	<u>13,522</u>
Total revenues	\$ 330,113	\$ 305,240
Expenses:		
Current:		
General government	<u>370,321</u>	<u>363,105</u>
Change in net position	\$(40,208)	\$(57,865)
Net position (deficit) - beginning	<u>(185,312)</u>	<u>(127,447)</u>
Net position (deficit) - ending	<u>\$(225,520)</u>	<u>\$(185,312)</u>

The Commission's program revenues increased \$24,873 with the total cost of all programs and services also increasing \$7,216.

Program revenues derive directly from the program itself and as a whole, reduce the cost of the function to be financed from the Commissions' general revenues.

Financial Analysis of Governmental Funds

As of June 30, 2019, the Commission's governmental fund reported an ending fund balance of \$168,321, a decrease of \$21,300 from \$189,621 as of June 30, 2018. The fund balance was unassigned for both years.

General Fund Budgetary Highlights

The Commission made one amendment to its original budget for the year ended June 30, 2019. Actual expenditures of \$345,652 exceeded budgeted expenditures of \$309,803 by \$35,849 or 11.6%.

Capital Assets

The Commission's investment in capital assets, net of accumulated depreciation, for the governmental activities as of June 30, 2019 was \$32,468 compared to \$26,710 as of June 30, 2018. In the current fiscal year, the Commission's major capital outlay was for a leasehold improvement costing \$10,311.

Economic Factors and Next Year's Budget

The Commission foresees minimal changes in operations for the next fiscal year. The budget originally adopted for the year ending June 30, 2020 included decreased revenues of \$10,333 and decreased expenditures of \$5,143 from the final budget adopted for the year ended June 30, 2019.

Requests for Information

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest in the Commission's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Milzokiya Wilson, Administrator, P.O. Box 672, Bastrop, Louisiana 71220.

BASIC FINANCIAL STATEMENTS

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES
June 30, 2019

ASSETS

Cash	\$ 62,612
Certificates of deposit	100,000
Restricted cash	524,219
Capital assets, net of depreciation	<u>32,468</u>
Total assets	<u>\$ 719,299</u>

DEFERRED OUTFLOWS OF RESOURCES

Resources related to pensions	<u>\$ 112,668</u>
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LIABILITIES

Employee withholdings	\$ 771
Payable from restricted cash	517,739
Net pension liability	382,421
Net other postemployment benefit ("OPEB") obligation	<u>142,542</u>
Total liabilities	<u>\$ 1,043,473</u>

DEFERRED INFLOWS OF RESOURCES

Resources related to pension	<u>\$ 14,014</u>
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NET POSITION

Invested in capital assets	\$ 32,468
Unrestricted (deficit)	<u>(257,988)</u>
Total net position (deficit)	<u><u>\$(225,520)</u></u>

See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

STATEMENT OF ACTIVITIES - GOVERNMENTAL ACTIVITIES
As of and for the Year Ended June 30, 2019

Expenses:

Current:

General government:

Personal services	\$ 279,288
Operating services	41,222
Professional services	35,127
Travel and education	5,942
Depreciation	<u>8,742</u>
Total expenses	\$ 370,321

Program revenues:

Charges for services	<u>317,448</u>
Net program revenue	\$(52,873)

General revenues:

Interest and miscellaneous	<u>12,665</u>
Change in net position	\$(40,208)

Net position (deficit) - beginning (185,312)

Net position (deficit) - ending \$(225,520)

See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

BALANCE SHEET - GOVERNMENTAL FUND - GENERAL FUND
June 30, 2019

ASSETS

Cash	\$	62,612
Certificates of deposit		100,000
Restricted cash		<u>524,219</u>
Total assets	\$	<u>686,831</u>

LIABILITIES AND FUND BALANCE

Liabilities:		
Employee withholdings	\$	771
Payable from restricted cash		<u>517,739</u>
Total liabilities	\$	518,510
Fund balance - unassigned		<u>168,321</u>
Total liabilities and fund balance	\$	<u>686,831</u>

See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - GOVERNMENTAL FUND - GENERAL FUND
As of and for the Year Ended June 30, 2019

Revenues:		
Charges for services	\$	317,448
Interest and miscellaneous		<u>6,904</u>
Total revenues	\$	<u>324,352</u>
Expenditures:		
Current:		
General government:		
Personal services	\$	248,861
Operating services		41,222
Professional services		35,127
Travel and education		5,942
Capital outlay		<u>14,500</u>
Total expenditures	\$	<u>345,652</u>
Net change in fund balance	\$	(21,300)
Fund balance - beginning		<u>189,621</u>
Fund balance - ending	\$	<u>168,321</u>

See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

RECONCILIATION OF GOVERNMENTAL FUND BALANCE SHEET
TO GOVERNMENT-WIDE STATEMENT OF NET POSITION
As of and for the Year Ended June 30, 2019

Total fund balance - governmental fund balance sheet	\$ 168,321
Amounts reported for governmental activities in statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund.	32,468
Net pension liability does not require the use of current financial resources and therefore is not reported in the funds.	(382,421)
Net effect of deferred outflows of resources and deferred inflows of resources related to pensions do not require the use of current financial resources and therefore are not reported in the funds.	98,654
Contributions to the OPEB obligation are reported as expenditures in the governmental funds. However, these amounts are reported as a reduction of long-term liabilities in the governmental activities.	<u>(142,542)</u>
Total net position (deficit) of governmental activities - government-wide statement of net position	<u><u>\$(225,520)</u></u>

See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

RECONCILIATION OF GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE
TO GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
As of and for the Year Ended June 30, 2019

Net change in fund balance - governmental fund \$(21,300)

Amounts reported for governmental activities in statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$14,500) exceeded depreciation expense (\$8,742) in the current period. 5,758

Proportionate share of non-employer contributions to pension plans do not provide current financial resources and are not reported as revenue in the governmental funds. 5,761

Governmental funds report current year pension contributions as expenditures. However, in the statement of activities, these contributions are reported as deferred inflows of resources and the proportionate share of the plans' pension expense is reported as such. (20,892)

Compensated absences and OPEB obligations reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds. (9,535)

Change in net position - government-wide statement of activities \$(40,208)

See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

STATEMENT OF FIDUCIARY FUND NET ASSETS - AGENCY FUND
June 30, 2019

ASSETS

Cash	\$ <u>17,574</u>
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LIABILITIES

Due to taxing bodies	\$ <u>17,574</u>
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See notes to financial statements.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2019

Note 1. Organization and Summary of Significant Accounting Policies

Morehouse Sales and Use Tax Commission (the "Commission") was created by joint agreement of the sales and use taxing bodies of Morehouse Parish, Louisiana, on May 7, 1992, in accordance with Louisiana Revised Statute 33:2844. The purpose of the Commission is to provide centralized collection, enforcement, and administration of sales and use taxes within Morehouse Parish. The governing body of the Commission is comprised of nine non-compensated board members which are appointed as follows:

	<u>Members Appointed</u>
Morehouse Parish School Board	2
Morehouse Parish Police Jury	1
Sheriff of Morehouse Parish	1
City of Bastrop	2
Village of Mer Rouge	1
Village of Bonita	1
Village of Collinston	1

Each appointee of Morehouse Parish School Board and City of Bastrop, as well as the appointees of Morehouse Parish Police Jury and Sheriff of Morehouse Parish, have one full vote as a commissioner and the appointees from Village of Mer Rouge, Village of Bonita, and Village of Collinston have one-third vote each as a commissioner. Each appointed commissioner serves a one year term ending on June 30th of each year.

The Commission has entered into a joint agreement with Morehouse Parish Tourism Commission to collect, enforce, and administer the respective hotel/motel occupancy tax as authorized and levied by Morehouse Parish Tourism Commission within the boundaries of Morehouse Parish. The joint agreement also authorizes the Commission to institute suits in the name of Morehouse Parish Tourism Commission to enforce the collection of such tax. The joint agreement runs in perpetuity provided, however, that either party may withdraw from the agreement upon 90 day written notice to the authorized representative. For services performed by the Commission under the joint agreement, Morehouse Parish Tourism Commission pays the Commission \$50 per month for collection of ten and under account transactions of any tax activity. If the number of tax account activities exceeds the maximum of ten accounts, the collection fee will be negotiated between the two parties and attached as an amendment to the agreement.

NOTES TO FINANCIAL STATEMENTS

GASB Statement No. 14, *The 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 Commission is a jointly appointed stand-alone government, as it meets neither the criteria of a primary government, nor a component unit, since its governing board is not elected, and it is not fiscally dependent upon any of the constituent governments. As used in GASB Statement No. 14, fiscally independent means that the Commission may, without the approval or consent of another governmental entity, determine or modify its own budget and set its own rates or charges. The Commission has no component units, defined by GASB Statement No. 14 as other legally separate organizations for which the appointed Board of Commissioners are financially accountable.

The more significant of the Commission's accounting policies are described below:

Government-Wide Financial Statements:

The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the Commission as a whole.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities summarizing the fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include charges for services which report charges to users of the Commission's services. These revenues are subject to externally imposed restrictions to these program uses. Other revenue sources not properly included within the program revenues are reported as general revenues.

Fund Financial Statements:

Fund financial statements are provided for governmental funds with the major governmental fund reported in a single column.

NOTES TO FINANCIAL STATEMENTS

Basis of Accounting, Measurement Focus, and Financial Statement Presentation:

The financial statements of the Commission are prepared in accordance with generally accepted accounting principles (“GAAP”).

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Government fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Expenditures are recorded when the related fund liability is incurred. There are no major revenue sources susceptible to accrual.

Fiduciary fund reporting focuses on net assets and changes in net assets. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, fiduciary funds have no measurement focus, but use the modified accrual basis of accounting.

Fund Type and Major Fund:

The Commission reports the General Fund as a major governmental fund. The General Fund is the general operating fund of the Commission and accounts for all financial resources.

The only fund accounted for as a fiduciary fund by the Commission is an agency fund. This fund accounts for assets held by the Commission as agent for various taxing bodies. These resources are not available to support the Commission.

Budgets and Budgetary Accounting:

The budget for the General Fund was proposed by the Commission’s administrator and formally adopted by the Board of Commissioners on June 5, 2018 and amended one time on June 11, 2019. The annual budget is prepared in accordance with the basis of accounting utilized by the fund. The Commission’s administrator is authorized to transfer budgeted amounts within the functions; however, any revisions that alter total expenditures, resulting from revenues exceeding amounts estimated, require approval of the Commissioners. All annual appropriations lapse at the end of each fiscal year.

NOTES TO FINANCIAL STATEMENTS

Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash:

Cash includes amounts in interest bearing demand deposits. Under state law, the Commission may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Certificates of Deposit:

State statutes authorize the Commission to invest in United States bonds, treasury notes and bills, or certificates or time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. If the original maturities of time deposits exceed 90 days, they are classified as certificates of deposit; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Nonparticipating investment contracts, generally certificates of deposit, are reported at cost, which approximates market value.

Restricted Assets:

Restricted assets are reported for cash legally restricted for specified uses such as the repayment of sales taxes paid under protest.

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

Capital Assets and Depreciation:

The Commission's furniture, equipment, and vehicle with useful lives of more than one year are stated at historical cost. Capital assets are comprehensively reported in the government-wide financial statements.

NOTES TO FINANCIAL STATEMENTS

The Commission generally capitalizes assets with cost of \$1,000 or more as purchase outlays occur. The costs of normal maintenance and repairs not adding to an asset's value or materially extending its useful life are not capitalized. Capital assets are depreciated using the straight-line method over estimated useful lives of five years. Upon disposition of capital assets, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations.

Accumulated Compensated Absences Recorded as Long-Term Liabilities:

Allowable annual vacation and sick leave is prescribed by the Commission's personnel policy, based on length of continuous employment by the Commission, accrued on an employment anniversary basis, and accrued to specified maximums. Hourly employees may elect compensatory time in lieu of overtime pay with proper documentation and approval by the Commission's administrator. Compensatory time is granted to supervisory personnel in lieu of overtime pay.

The Commission's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16, *Accounting for Compensated Absences*, provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

1. The employees' rights to receive compensation are attributable to services already rendered.
2. It is probable that the employer will compensate the employee for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following approaches:

1. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.

NOTES TO FINANCIAL STATEMENTS

2. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Annual vacation time should be taken in the year following that in which it was accrued but if not, a maximum of five days can be carried forward to use during the next year. If an employee is unable to utilize any vacation days over the maximum that may be carried forward, then the unused portion will be credited as extended sick leave.

Estimated accrued compensated absences resulting from unused vacation and compensatory time at the end of the fiscal year are recorded as long-term liabilities in the government-wide financial statements. No liability is recorded for nonvesting accumulating rights to receive sick pay benefits. Compensated absences are paid from the fund responsible for the employee's compensation and are recorded in the fund financial statements only when payment is actually made.

Pensions:

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

Deferred Outflows/Inflows of Resources:

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expenditure until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Commission's deferred outflows and deferred inflows are resources related to pensions.

NOTES TO FINANCIAL STATEMENTS

Equity Classifications:

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

1. Invested in capital assets, net of related debt - 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 those assets.
2. Restricted net assets - consists of net assets with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
3. Unrestricted net assets - all other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

In the fund financial statements, governmental fund equity is classified as fund balance. These statements provide more clearly defined fund balance categories to make the nature and extent of the constraints placed on the Commission's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance - amounts that are not in a spendable form (such as inventory) or are required to be maintained intact;
2. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
3. Committed fund balance - amounts constrained to specific purposes by the Commission itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the Commission takes the same highest level action to remove or change the constraint;
4. Assigned fund balance - amounts that the Commission intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
5. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the General Fund.

NOTES TO FINANCIAL STATEMENTS

Revenue Recognition:

Fees for the collection of sales and use taxes are recorded when the Commission is entitled to the funds which is normally the same month the taxes are collected by the Commission.

Note 2. Deposits with Financial Institutions

As of June 30, 2019, the Commission had cash and certificates of deposit (book balances) as follows:

Interest-bearing demand deposits	\$	586,631
Certificates of deposit		100,000
Petty cash		<u>200</u>
	\$	<u>686,831</u>

The deposits are stated at cost, which approximates market. Under state law, the 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. These securities are held by the Commission or its agent in the name of the Commission in a holding or custodial bank that is mutually acceptable to both parties.

As of June 30, 2019, the Commission had \$703,152 in deposits (collected bank balances). These deposits were secured from risk by \$350,000 of federal deposit insurance and \$353,152 of pledged securities held by the counterparty's trust department or agent in the Commission's name.

There were no repurchase or reverse repurchase agreements as of June 30, 2019.

The Commission had not formally adopted deposit and investment policies as of June 30, 2019 that limit the Commission's allowable deposits or investments and address the specific types of risk to which the Commission might be exposed.

Note 3. Restricted Cash and Liability Payable from Same

Restricted assets of \$524,219 consist of funds required to be maintained and the use is restricted to the repayment of sales taxes paid under protest.

NOTES TO FINANCIAL STATEMENTS

Note 4. Capital Assets

Capital asset and depreciation activity for the year ended June 30, 2019 of the Commission is as follows:

	Balance July 1, <u>2018</u>	<u>Increases</u>	<u>Decreases</u>	Balance June 30, <u>2019</u>
Capital assets being depreciated:				
Leasehold improvements	\$ -	\$ 10,310	\$ -	\$ 10,310
Furniture and equipment	75,532	4,190	-	79,722
Vehicle	<u>27,731</u>	<u>-</u>	<u>-</u>	<u>27,731</u>
Total capital assets being depreciated	<u>\$ 103,263</u>	<u>\$ 14,500</u>	<u>\$ -</u>	<u>\$ 117,763</u>
Less accumulated depreciation:				
Leasehold improvements	\$ -	\$(169)	\$ -	\$(169)
Furniture and equipment	(48,822)	(8,573)	-	(57,395)
Vehicle	<u>(27,731)</u>	<u>-</u>	<u>-</u>	<u>(27,731)</u>
Total accumulated depreciation	<u>\$(76,553)</u>	<u>\$(8,742)</u>	<u>\$ -</u>	<u>\$(85,295)</u>
Total capital assets being depreciated, net	<u>\$ 26,710</u>	<u>\$(5,758)</u>	<u>\$ -</u>	<u>\$ 32,468</u>

Note 5. Long-Term Liabilities

The following is a summary of the transactions of the Commission's long-term liabilities for the year ended June 30, 2019:

	<u>Compensated Absences</u>
Balance - July 1, 2018	\$ 15,515
Net additions (deletions)	<u>(15,515)</u>
Balance - June 30, 2019	<u>\$ -</u>

NOTES TO FINANCIAL STATEMENTS

As of June 30, 2019, employees of the Commission had accumulated and vested compensated absences of immaterial amounts which were computed in accordance with GASB Statement No. 16.

Note 6. Pension Plan and Other Pension Liabilities

The Commission's employees are provided with benefits through Municipal Employees Retirement System (Plan A) ("MERS"). MERS provides retirement benefits to employees of all incorporated villages, towns, and cities within the state that do not have their own retirement system and have elected to become members of MERS.

General Information About MERS:

MERS membership is mandatory as a condition of employment beginning on the date employed if the employee is on a permanent basis working at least thirty-five hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership, with exceptions outlined in the Louisiana Revised Statutes. The Commission participates in Plan A and provides retirement benefits to any member of Plan A who was hired before January 1, 2013 meeting one of the following criteria:

1. Any age with 25 or more years of creditable service
2. Age 60 with a minimum of 10 years creditable service
3. Any age with 5 years of creditable service for disability benefits
4. Survivor's benefits require 5 years of creditable service at death of member
5. Any age with 20 years of creditable service, exclusive of military service with an actuarially reduced early benefit.

For members hired after January 1, 2013, benefits are provided to any member of Plan A meeting one of the following criteria:

1. Age 67 with 7 or more years of creditable service
2. Age 62 with 10 or more years of creditable service
3. Age 55 with 30 or more years of creditable service
4. Any age with 25 or more years of service, exclusive of military service and unused sick leave, with an actuarially reduced early benefit.

Generally, the monthly retirement allowance for any member of Plan A consists of an amount equal to 3% of the member's monthly average final compensation times years of creditable service. Survivor, death, and disability benefits are also provided under the plan.

NOTES TO FINANCIAL STATEMENTS

In lieu of terminating employment and accepting a service retirement allowance, any member who is eligible to retire may elect to participate in the deferred retirement option plan (“DROP”) for up to three years and defer the receipt of benefits. During such period, employer contributions continue but employee contributions cease. Monthly benefits that the member would have received during the DROP period are paid into the DROP fund. Interest is earned when the member has completed DROP participation, based on the actual rate of return on the investments identified as DROP fund for the period. No cost-of-living increases are payable to participants until employment has been terminated for at least one full year.

For the years ended June 30, 2018 and 2017, the actual employer contribution rates were 24.75% and 22.75%, respectively, and the actuarially required contribution rates were 24.75% and 22.75%, respectively. The current statutes require that rates be actuarially determined each year.

MERS receives ad valorem and state revenue sharing funds as employer contributions and those amounts are considered support from nonemployer contributing entities, but are not considered as special funding situations.

The estimated real rate of return for each major asset class is as follows:

<u>Asset Class</u>	<u>Long-Term Target Asset Allocation</u>	<u>Expected Portfolio Real Rate of Return</u>
Public fixed income	35%	1.50%
Public equity	50%	2.20%
Alternatives	<u>15%</u>	<u>.60%</u>
Totals	<u>100%</u>	4.30%
Inflation		<u>2.70%</u>
Expected arithmetic nominal return		<u>7.00%</u>

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary and the Commission is required to contribute at an actuarially determined rate. The current rate is 24.75% of annual covered payroll. Contributions to MERS also include 1/4 of 1% (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active member of each plan. The contribution requirements of plan members and the Commissions are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Commission’s contributions to the System under Plan A for the years ended June 30, 2019, 2018, and 2017 were \$37,518, \$41,733, and \$37,281, respectively, equal to the required contributions for each year.

NOTES TO FINANCIAL STATEMENTS

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources:

As of June 30, 2019 and 2018, the Commission reported a total of \$382,421 and \$377,491, respectively, for its proportionate shares of the net pension liability of MERS.

The net pension liabilities was measured as of June 30, 2018 and 2017, and the total pension liabilities used to calculate the net pension liabilities were determined by actuarial valuations as of those dates. The Commission's proportion of the net pension liability was based on projections of the Commission's long-term share of contributions to MERS relative to the projected contributions of all participating employers, actuarially determined. The Commission's proportions of MERS for both fiscal years ended June 30, 2018 and 2017 were .09%.

For the years ended June 30, 2018 and 2017, the Commission recognized pension expense of \$58,821 and \$64,098, respectively.

In addition, the Commission reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources as of June 30:

	<u>2019</u>	<u>2018</u>
Deferred outflows of resources:		
Changes in proportion	\$ 4,806	\$ -
Changes in assumptions	11,513	6,313
Net difference between projected and actual earnings on pension plan investments	58,604	76,121
Commission's contributions subsequent to the measurement date	<u>37,745</u>	<u>41,733</u>
Total deferred outflows of resources	<u>\$ 112,668</u>	<u>\$ 124,167</u>
Deferred inflows of resources:		
Changes in proportion	\$ 418	\$ 3,816
Differences between expected and actual experience	<u>13,597</u>	<u>11,496</u>
Total deferred inflows of resources	<u>\$ 14,015</u>	<u>\$ 15,312</u>

NOTES TO FINANCIAL STATEMENTS

The deferred outflows of resources related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2020. Other amounts reported as deferred outflows of resources and all amounts reported as deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ending June 30.</u>		
2020	\$	33,829
2021		20,234
2022		5,169
2023		1,676
2024		-
Thereafter		-

Actuarial Assumptions:

The total pension liabilities in the June 30, 2018 actuarial valuations for MERS were determined using the following actuarial assumptions, applied to all periods included in the measurements:

Inflation	2.60%
Salary increases	5.00%
Investment rate of return	7.28%
Actuarial cost method	entry age normal
Expected remaining service lives	3 years

Mortality rates for MERS were based on the RP-2000 Employee Table for active members, Healthy Annuitant Table for healthy annuitants, and Disabled Lives Mortality Tables for disabled annuitants.

The investment rate of return was determined based on expected cash flows which assume that contributions from plan members will be made at current contribution rates and that contributions from the Commission will be made at the actuarially determined rates approved by the Louisiana Public Retirement Systems' recommendation of the system's actuary. Based on these assumptions, MERS' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the investment rate of return on plan investments was applied as the discount rate to all periods of projected benefit payments to determine the total pension liability.

NOTES TO FINANCIAL STATEMENTS

Sensitivity of the Commission's Proportionate Share of the Net Pension Liabilities to Changes in the Discount Rate:

The following presents the Commission's proportionate shares of the net pension liability of MERS as of June 30, 2019, calculated using the discount rates as shown above, as well as what the Commission's proportionate share of the net pension liability would be if they were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate of 7.28:

<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
\$ 491,254	\$ 382,421	\$ 289,527

Pension Plan Fiduciary Net Position:

Detailed information about the Plan's fiduciary net position is available in the separately issued financial statements of the Plan.

Note 7. Postemployment Health Care Benefits

Plan Description, Benefits Provided, and Funding Policy:

The Commission provides fully insured medical insurance coverage for current and retired employees (and eligible dependents) through the City of Bastrop's (the "City" medical plan. The plan does not issue a stand-alone financial report. Additionally, no assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Post Employment Benefits Other than Pensions*.

To be eligible to continue coverage under the City's plan, an employee must retire from the Commission and receive or be eligible to receive retirement funds through Deferred Normal Retirement/Vesting or Disable Retirement from MERS. This benefit for retirees and a similar benefit for active employees are provided through an insurance company whose monthly premiums are paid by the City with the Commission making reimbursement payments.

The Commission pays 100% of the premium for eligible retirees and 50% for their eligible dependents.

NOTES TO FINANCIAL STATEMENTS

Employees Covered by Benefit Terms:

As of June 30, 2019, two inactive employees were currently receiving benefit payments while three active employees were also receiving benefit payments.

Actuarial Assumptions and Other Inputs:

The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Actuarial valuation date	July 1, 2017
Inflation	2.40%
Salary increases	3.00%
Discount rate	3.13%
Prior year discount rate	3.62%
Health care cost trend rates	5.00% annually
Retirees' share of benefit related costs	0.00%

The discount rate was based on the June 30, 2019 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

Mortality rates for retirees were based on the PubG.H-2010 Healthy Annuitant mortality table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

Recognition of Deferred Outflows and Inflows of Resources:

According to paragraph 157 of GASB 75, differences between (1) the expected and actual experience and (2) the changes in assumptions are recognized in OPEB expense using a systematic and rational method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with OPEB through the OPEB plan (active employees and inactive members) determined as of the beginning of the measurement period.

NOTES TO FINANCIAL STATEMENTS

Changes in Total OPEB Liability:

Balance - June 30, 2018	<u>\$ 117,492</u>
Changes for the year:	
Service cost	\$ 3,339
Interest	3,676
Difference between expected and actual experience	12,284
Changes in assumptions/inputs	12,756
Benefit payments	<u>(7,005)</u>
Net changes	<u>\$ 25,050</u>
 Balance - June 30, 2019	 <u>\$ 142,542</u>

For the year ended June 30, 2019, the covered employee payroll was \$95,507 and the total OPEB liability as a percentage of covered employee payroll was 149.20%.

Sensitivity of Total OPEB Liability:

	<u>1% Decrease</u>	<u>No Change</u>	<u>1% Increase</u>
Discount rate	\$ 164,577	\$ 142,543	\$ 124,934
Healthcare cost trend rates	\$ 121,404	\$ 142,543	\$ 169,685

OPEB Expense and Deferred Outflows and Inflows of Resources Related to OPEB:

OPEB expense:	
Service cost	\$ 3,339
Interest on liabilities	3,676
Difference between actual and expected experience	6,243
Changes in assumptions/inputs	<u>6,378</u>
Total OPEB expense	<u>\$ 19,636</u>

Deferred outflows and inflows:

	<u>Outflows</u>	<u>Inflows</u>
Difference between actual and expected experience	\$ 6,243	\$ -
Changes in assumptions/inputs	<u>6,378</u>	<u>-</u>
Total deferred outflows and inflows	<u>\$ 12,621</u>	<u>\$ -</u>

NOTES TO FINANCIAL STATEMENTS

Amounts reported and deferred outflows of resources and deferred inflows of resources related to OPEB expense of \$12,621 will be recognized in OPEB expense in the year ending June 30, 2010.

Note 8. Changes in Due to Taxing Bodies

Balance July 1, 2018	\$ <u> -</u>
Collections:	
Sales and use tax	\$ 16,095,375
Hotel/motel occupancy tax	47,693
Interest and miscellaneous	<u>469</u>
Total collections	<u>\$ 16,143,537</u>
Remittances:	
Taxes distributed:	
Sales and use	\$ 15,731,860
Hotel/motel occupancy	45,545
Refunded sales and use tax	15,799
Revenue recovery fees	15,450
Collection fee to Morehouse Sales and Use Tax Commission	315,770
Other	<u>1,539</u>
Total remittances	<u>\$ 16,125,963</u>
Balance June 30, 2019	<u><u>\$ 17,574</u></u>

NOTES TO FINANCIAL STATEMENTS

The following details the collections and fees remitted to the Commission by each entity for the year ended June 30, 2019:

	<u>Total</u> <u>Collections</u>	<u>Collection</u> <u>Cost</u>	<u>Final</u> <u>Distribution</u>
Morehouse Parish School Board (2%)	\$ 6,010,243	\$ 118,160	\$ 5,892,083
Morehouse Parish Police Jury (.5%)	1,502,551	29,540	1,473,011
Morehouse Parish Police Jury			
Sales Tax District No. 1 (.5%)	101,646	2,147	99,499
Morehouse Parish Sheriff (.5%)	1,502,551	29,540	1,473,011
Law Enforcement Subdistrict No.1(1%)	916,000	18,008	897,992
City of Bastrop (2.5%)	4,708,012	92,690	4,615,322
City of Bastrop Sales Tax			
District No. 1 (.5%)	942,273	18,527	923,746
Village of Mer Rouge (2%)	293,895	5,772	288,123
Village of Bonita (2%)	45,864	935	44,929
Village of Collinston (2%)	24,595	451	24,144
Totals	<u>\$ 16,047,630</u>	<u>\$ 315,770</u>	<u>\$ 15,731,860</u>

Note 10. Contingencies and Risk Management

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission carries commercial insurance for all risks of loss, including workers' compensation and employee health and accident insurance. There have been no significant reductions in the insurance coverage from coverage in the prior year. Settlements have not exceeded insurance coverage for each of the past three fiscal years.

As of June 30, 2019, the Commission and other similarly situated local taxing authorities have outstanding claims for refunds of sales taxes.

The Commission's legal counsel has instructed the local tax administrator not to release or disburse any taxes that have been paid under protest and are being held in escrow, and not to refund any taxes which the taxpayers are claiming to be entitled to receive. Counsel opines that the Commission is in a favorable prevailing posture but the outlook for this case remains uncertain. The parties will continue to contest claims vigorously and seek judicial involvement for the ultimate resolution of this case.

NOTES TO FINANCIAL STATEMENTS

As to the payments under protest, considering the fact that those payments are being held in escrow, the only exposure to the Commission if the case is decided adverse to the Commission would be statutory interest on the amounts refunded from escrow (see Note 3).

The Commission has been sued by a company protesting an assessment issued for tax, penalty, and interest amounting to \$342,171. The parties are currently in the process of conducting discovery. The Commission's legal counsel is unable to say whether the parties will ultimately pursue settlement or seek to litigate the claims and defenses. As such, the collection of this tax is uncertain; however, the Commission is currently optimistic about the satisfactory outcome of this case.

Note 11. Subsequent Events

Management of the Commission evaluated subsequent events through the date that the financial statements were available to be issued, September 17, 2019, and determined that no events had occurred requiring disclosure. No subsequent events occurring after this date were evaluated for inclusion in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION (Part 2 of 2)

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

BUDGETARY COMPARISON SCHEDULE - GOVERNMENTAL FUND - GENERAL FUND
As of and for the Year Ended June 30, 2019

	<u>Budget</u>		<u>Actual</u>	Variance -
	<u>Original</u>	<u>Final</u>		Favorable (Unfavorable)
Revenues:				
Charges for services	\$ 296,267	\$ 313,691	\$ 317,448	\$ 3,757
Interest and miscellaneous	25,459	1,302	6,904	5,602
Total revenues	<u>\$ 321,726</u>	<u>\$ 314,993</u>	<u>\$ 324,352</u>	<u>\$ 9,359</u>
Expenditures:				
Current:				
General government:				
Personal services:				
Salaries	\$ 172,106	\$ 145,354	\$ 164,077	\$(18,723)
Retirement	45,636	34,272	37,745	(3,473)
Group health insurance	37,560	35,349	41,221	(5,872)
Payroll taxes	2,589	2,429	2,578	(149)
Workers' compensation insurance	1,635	3,240	3,240	-
Unemployment insurance	1,000	-	-	-
Total personal services	<u>\$ 260,526</u>	<u>\$ 220,644</u>	<u>\$ 248,861</u>	<u>\$(28,217)</u>
Operating services:				
Bank fees	\$ 1,100	\$ 1,111	\$ 9,074	\$(7,963)
Dues and subscriptions	1,000	1,037	962	75
Postage and permits	2,800	2,397	2,404	(7)
Telephone	4,500	4,365	4,356	9
Office rent and utilities	13,000	12,148	12,440	(292)
Repairs and maintenance	11,000	19,679	9,634	10,045
Office supplies	3,800	4,145	4,486	(341)
Computer upgrades	1,500	6,058	6,940	(882)
Total operating services	<u>\$ 38,700</u>	<u>\$ 50,940</u>	<u>\$ 50,296</u>	<u>\$ 644</u>

(continued)

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

BUDGETARY COMPARISON SCHEDULE - GOVERNMENTAL FUND - GENERAL FUND
(Continued)
As of and for the Year Ended June 30, 2019

	<u>Original</u>	<u>Budget Final</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
Professional services:				
Legal	\$ 10,000	\$ 7,639	\$ 4,586	\$ 3,053
Audit	15,000	15,350	18,995	(3,645)
Insurance	<u>5,000</u>	<u>4,198</u>	<u>2,472</u>	<u>1,726</u>
Total professional services	<u>\$ 30,000</u>	<u>\$ 27,187</u>	<u>\$ 26,053</u>	<u>\$ 1,134</u>
Travel and education	<u>\$ 9,500</u>	<u>\$ 6,533</u>	<u>\$ 5,942</u>	<u>\$ 591</u>
Capital outlay	<u>\$ 3,000</u>	<u>\$ 4,499</u>	<u>\$ 14,500</u>	<u>\$(10,001)</u>
Total general fund expenditures	<u>\$ 341,726</u>	<u>\$ 309,803</u>	<u>\$ 345,652</u>	<u>\$(35,849)</u>
Net change in fund balance	\$(20,000)	\$ 5,190	\$(21,300)	\$(26,490)
Fund balance - beginning	<u>189,621</u>	<u>189,621</u>	<u>189,621</u>	<u>-</u>
Fund balance - ending	<u>\$ 169,621</u>	<u>\$ 194,811</u>	<u>\$ 168,321</u>	<u>\$(26,490)</u>

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

NOTE TO BUDGETARY COMPARISON SCHEDULE
As of and for the Year Ended June 30, 2019

Note 1. Expenditures - Budget and Actual

The Commission's actual expenditures of \$345,652 exceeded budgeted expenditures of \$309,803 for the year ended June 30, 2019 by \$35,849 or 11.6%.

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
Last Ten Fiscal Years Ended June 30

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of net pension liability	.09%	.09%	.09%	.09%	.09%
Proportionate share of net pension liability	\$ 382,421	\$ 377,491	\$ 371,483	\$ 334,522	\$ 236,223
Covered employees' payroll	\$ 168,617	\$ 163,872	\$ 161,902	\$ 159,833	\$ 139,739
Proportionate share of net pension liability as a percentage of covered employees' payroll	226.80%	230.36%	229.45%	209.29%	169.05%
Plan fiduciary net position as a percentage of total pension liability	63.94%	62.49%	62.11%	66.18%	75.45%

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

SCHEDULE OF CONTRIBUTIONS
MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
Last Ten Fiscal Years Ended June 30

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 41,733	\$ 37,281	\$ 31,976	\$ 31,567	\$ 28,995
Contributions in relation to contractually required contribution	<u>41,733</u>	<u>37,281</u>	<u>31,976</u>	<u>31,567</u>	<u>28,995</u>
Contribution deficiency	<u>\$ -</u>				
Covered employees' payroll	\$ 168,617	\$ 163,872	\$ 161,902	\$ 159,833	\$ 139,734
Contribution as a percentage of covered employees' payroll	24.75%	22.75%	19.75%	19.75%	20.75%

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
June 30, 2019

Total OPEB liability:

Service cost	\$ 3,339
Interest	3,676
Differences between actual and expected experience	12,284
Changes in assumptions/inputs	12,756
Benefit payments	<u>(7,005)</u>
Net change in total OPEB liability	\$ 25,050
Total OPEB liability - beginning	<u>117,492</u>
Total OPEB liability - ending	<u>\$ 142,542</u>
Covered employee payroll	\$ 95,507
Total OPEB liability as a percentage of covered employee payroll	149.2%

Notes to schedule:

There were no changes of benefit terms.

Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. 3.13% was the discount rate used in 2019 and 3.62% was the discount rate used in 2018.

OTHER SUPPLEMENTARY INFORMATION

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS,
AND OTHER PAYMENTS TO AGENCY HEAD
As of and For the Year Ended June 30, 2019

Agency Head Name: William R. Carter, Previous Administrator

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 53,477
Retirement	<u>10,860</u>
Total compensation, benefits, and other payments to agency head	<u>\$ 64,337</u>

Agency Head Name: Milzokiya Wilson, Current Administrator

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 42,686
Insurance	676
Retirement	<u>10,518</u>
Total compensation, benefits, and other payments to agency head	<u>\$ 53,880</u>

HILL, INZINA & COMPANY

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*

Board of Commissioners
Morehouse Sales and Use Tax Commission
Bastrop, 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 Morehouse Sales and Use Tax Commission ("Commission"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated September 17, 2019.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control described in the accompanying schedule of findings and questioned costs as items 2019-1, 2019-2, 2019-3, and 2019-4 that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission'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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2019-2 and 2019-3.

Commission's Responses to Findings

The Commission's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Commission's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of management and the board of commissioners and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by Louisiana Legislative Auditor as a public document.

/s/ Hill, Inzina & Co.

September 17, 2019

MOREHOUSE SALES AND USE TAX COMMISSION
BASTROP, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
WITH MANAGEMENT'S RESPONSE AND PLANNED CORRECTIVE ACTION
As of and for the Year Ended June 30, 2019

We have audited the financial statements of the governmental activities and each major fund of Morehouse Sales and Use Tax Commission (the "Commission"), as of and for the year ended June 30, 2019, which collectively comprise the Commission's basic financial statements and have issued our report thereon dated September 17, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2019 resulted in an unqualified opinion.

Section I - Summary of Auditor's Report

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*

Internal Control

Significant Deficiencies Yes No

Material Weaknesses Yes No

Compliance

Material to Financial Statements Yes No

Section II - Financial Statement Findings

2019-1 Inadequate Segregation of Duties (initially cited in first audit conducted by our firm as of and for the year ended June 30, 1994)

Criteria: Adequate segregation of duties is essential to a proper internal control structure.

Condition: The segregation of duties is inadequate to provide effective internal control.

Cause: The condition is due to economic limitations.

Effect: Not determined.

Recommendation: No action is recommended.

Management's response and planned corrective action:

We concur in the finding, but it is not economically feasible for corrective action to be taken.

2019-2 Noncompliance with Local Government Budget Act (initially cited for year ended June 30, 2018)

Criteria: The Local Government Budget Act requires that the chief executive officer or equivalent notify in writing the governing authority during the year when actual receipts and other financing sources plus projected revenue collections and other financing sources for the year fail to meet budgeted revenues and other financing sources by 5% or more, or when actual expenditures and other financing uses plus projected expenditures and other financing uses to year end exceed budgeted expenditures and other financing uses by 5% or more.

Condition: The Commission's actual expenditures of \$345,652 exceeded budgeted expenditures of \$309,803 for the year ended June 30, 2019 by \$35,849 or 11.6%.

Cause: The current Administrator experienced significant roadblocks that were unfortunate in the continuum of daily operations that were hindered due to what appeared to be misinformation, miscommunication, and uncooperativeness from the previous Administrator.

Effect: The Commission was in violation of the Local Government Budget Act.

The current Administrator wished to provide the most accurate public information possible but it was difficult to do so without having access to the necessary tools.

Recommendation: The Local Government Budget Act should be reviewed to ensure compliance with all requirements.

It is vital that all information is readily accessible, to include passwords, passcodes, computers, hard copy files, and any other information that is the property of the Commission.

Management's
response and
planned cor-
rective action:

The previous Administrator failed to notify the Board of Commissioners that an amendment to the budget was needed upon the approval to expend funds for a leasehold improvement constructed during his administration.

The original budget for the year ended June 30, 2019 that was provided to the Board of Commissioners for approval had an addition error that was not realized until after the fiscal year ended.

We agree with the finding and any revisions in accordance with the Local Government Budget Act will be presented to the Board of Commissioners during the current fiscal year.

The current Administrator is also cross training employees on tasks as well as compiling notes and exhibits to prepare an office manual to assist authorized party(s) to continue with the basic daily operations of the Commission in the event of unforeseen and foreseen events. The preparation of a disaster preparedness plan to ensure that said difficulties do not repeat is also in the early developing stages.

2019-3 Violation of Article VII, Section 14 of the Louisiana Constitution of 1974 (initially cited for year ended June 30, 2018)

Criteria: The Section provides that funds, credit, property, or things of value of any political subdivision shall not be loaned, pledged, or donated to or for any person, association, or corporations.

Condition: Before the appointment of the current Administrator in February 2019:

1. Sufficient effort was not being made by the Commission to collect delinquent sales taxes receivable,
2. All delinquent accounts were not reported or not of the correct amount in the software,
3. Billing adjustments, refunds, shredding of documents, and deletions of records were not approved by someone who was not involved in the billing process nor had access to the software,
4. Numerous taxpayers were not even timely filing the required monthly or quarterly tax returns much less paying the taxes due,

5. Payment plans had been provided to some taxpayers with delinquent accounts and some delinquent taxpayers had more than one payment plan, and
6. Collection efforts for outstanding taxpayer payment plans and outstanding taxpayer garnishments were also poorly managed.

Cause: Complete and accurate information was not maintained in the software. Legal counsel was not advised nor provided information to be proactive in the collection process (i.e., closing businesses, filing suits, collecting non-sufficient fund checks, etc.).

Effect: The failure to establish or to adhere to collection policies and procedures possibly resulted in losses of assets distributable to the taxing bodies.

Recommendation: Information relative to delinquent accounts should continue to be reconstructed and all accounts be pursued vigorously for payment. Adjustments to accounts and deletion of records should not be made without written approval from the Board of Commissioners.

Management's
response and
planned cor-
rective action:

The current Administrator did not begin serving in this position until February 1, 2019 and the above listed conditions fell under the previous Administrator's leadership.

We agree with the finding. While we will continue to abide by LA R.S. 47:1508, *Confidential Character of Tax Records*, we are putting our best efforts forth to aggressively collect outstanding sales and use tax, penalty, and interest. We are enforcing the 90-day collection procedure for delinquent accounts. If taxpayer(s) fail to communicate with our office and/or request a payment plan within the first 90 days of delinquency, then they will receive a certified letter demanding response/payment in 15 days. If the taxpayer(s) fail to respond after the certified letter, then the account file is forwarded to the Commission's attorney for litigation.

Accounts that reflect delinquency of 90 days and beyond because of filing frequency issues, opening dates, etc. will not be subjected to the above mentioned. However, we are working to get taxpayer account information updated in our system to minimize situations as such.

2019-4 Misappropriation of Assets (initial citing)

Criteria: The audit law (LA R.S. 24:523A.) requires that the agency head of an auditee who has actual knowledge of or reasonable cause to believe that there has been a misappropriation of the public funds or assets of the agency to notify immediately the Legislative Auditor and the local District Attorney's office of such misappropriation.

Condition: The Commission's current Administrator reported to local law enforcement on or about March 29, 2019 that certain assets listed on reports prepared by the previous Administrator had not been located or accounted for since his retirement/final day of work on January 31, 2019. The current Administrator estimated the original cost of the questionable missing items at \$3,976 (I-pad, software, and computer tower). The local law enforcement forwarded the case information to the local District Attorney's office. An assistant attorney from that office has personally met with the current Administrator.

Outside technical support identified that the computer tower in question went offline in 2016 and was reconnected to the Commission's network on January 22, 2019 but the tower was not located or accounted for by the current Administrator.

The above mentioned I-pad was also discovered by the technical support to once be connected to the Commission's network and it also was not located.

Also not located were two hard drives purchased on August 2, 2017.

Due to difficulties mentioned in item 2019-3, software support service costing \$1,000 had to be purchased to retrieve the Commission's financial records.

Cause: Not known.

Effect: The Commission has been subjected to the possible loss of assets due to misappropriation.

Recommendation: The current Administrator should continue to stay in contact with the local District Attorney's office ensuring that the matter is timely resolved and keep the Board of Commissioners updated.

Management's
response and
planned cor-
rective action:

The current Administrator did not begin serving in this position until February 1, 2019 and the above fell under the previous Administrator's leadership.

We concur with the finding. The current Administrator will continue to communicate with the local District Attorney's office to ensure that the questionable issues are settled. In addition, sequential numbered inventory tags with the Commission's name have been purchased, all Commission owned property is being tagged, and fixed asset records are being updated to reflect the number printed on the inventory tag.

Section III - Management Letter

None issued.

Section III - Management Letter

None issued.

HILL, INZINA & COMPANY

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of Morehouse Sales and Use Tax Commission and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Morehouse Sales and Use Tax Commission (the "Commission") and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Commission's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the Commission's written policies and procedures and observe that they address the following category (if applicable to public funds and the Commission's operations):

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

***The Commission had not adopted written policies and procedures addressing these specific matters relative to disaster recovery/business continuity.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

******The "Joint Agreement for Collection of Sales and Use Taxes" provides for meetings to be called by the Commission's administrator upon request of the chairman of the board or any four members but does not specify the frequency. The Board of Commissioners met monthly during the fiscal period.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

*******Minutes referenced discussion of revenues, expenses, and budget.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

*******The Commission's general fund did not have a negative ending unassigned fund balance in its prior year audit report.

Bank Reconciliations

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

- a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g., initialed and dated, electronically logged);

***Evidence was provided that monthly bank reconciliations were prepared for the Commission's two checking accounts within two months of the related statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

***Evidence was provided that a board member reviewed each of the two bank reconciliations but the reconciled amounts were not agreed to the trial balances.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

***When the current administrator for the Commission was appointed in February, access to Quickbooks was not accessible for several weeks. Once it became accessible, Quickbooks technical support assisted the current administrator in making a general journal entry of \$28,286 to reconcile one of the bank accounts. While performing these agreed-upon procedures, it was noted that \$32,228 of "uncleared" checks dated from December 2017 to July 2018 were listed on the June 30, 2019 bank reconciliation that were not listed as "uncleared" on the December 31, 2018 bank reconciliation (last one prepared by prior administrator).

Collections (excluding EFTs)

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select five deposit sites (or all deposit sites if less than five).

- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. five collection locations for five deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

***All employees of the Commission are responsible for cash collections and do share cash drawers.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

***Observations determined that job duties were properly segregated.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

***Observations determined that job duties were properly segregated.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

***Observations determined that job duties were properly segregated.

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

***Evidence was provided that all employees who had access to cash were covered by a bond or insurance policy for theft.

- 7. Randomly select two deposit dates for each of the five bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the ten deposits and:

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

***Receipts were sequentially pre-numbered and deposit batches were numbered sequentially as prepared.

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

***Receipts, reports, and other documentation were traced to the deposit slips.

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

***Deposit slips for the four deposits selected agreed with the actual deposits per the bank statements.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

***The four deposits selected were comprised of ten individual receipts. Two of the ten (20%) receipts were not deposited within one business day of receipt at the collection location.

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

***The deposits were traced from the bank statements to the general ledger.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select five locations (or all locations if less than five).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
***Observations determined that job duties were properly segregated.
 - b) At least two employees are involved in processing and approving payments to vendors.
***After the appointment of the current administrator of the Commission in February 2019, all payments were reviewed, approved, and initialed by a board member before payment.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
***Observations determined that job duties were properly segregated.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
***Observations determined that job duties were properly segregated.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); should not be reported.]
10. For each location selected under #8 above, obtain the Commission's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
***The observed disbursements matched the related original documents.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
 - c) ***After the appointment of the current administrator of the Commission in February 2019, all payments were reviewed, approved, and initialed by a board member before

payment. In most instances, the two signers on checks are board members. The administrator only signs when one of the two board members are not available.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

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

a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.)]

***Six individual receipts were selected for testing. Only one of the six (17%) were reviewed and approved, in writing, by someone other than the authorized card holder.

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

***No finance charges and/or late fees were assessed on the selected card statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select ten transactions (or all transactions if less than ten) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have ten transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

***All transactions selected were supported by an original itemized receipt that identified precisely what was purchased and written documentation of the business/public purpose. One of the selected transactions was for meal charges only and the individual participating was documented.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

***Two of the five (40%) selected reimbursements were made at rates exceeding those established.

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

***All randomly selected reimbursements were reimbursed using a per diem.

 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy.

***All randomly selected reimbursements were supported by documentation of the business/public purpose.

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

***One of the five (20%) selected reimbursements did not include evidence that it was reviewed and approved, in writing, by someone other than the person being reimbursed.

Payroll and Personnel

15. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
16. Randomly select one pay period during the fiscal period. For the five employees/officials selected under #15 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

***There was no one pay period during the fiscal period that five employees were paid. For the one randomly selected pay period during the fiscal year, the employees documented their daily attendance and leave.

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

***The Commission's administrator's time sheet was not signed as being approved by a board member or another employee. The date that the administrator approved the employees' times sheets was not documented.

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

***One of the four employees selected did not document the usage of 1.25 hours of compensatory time taken during the randomly selected pay period. No documentation was provided on the same leave record as to why two hours of compensatory time were earned during the pay period.

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

***Hours and pay rates were agreed to the cumulative leave records and authorized pay rates, respectively, in the employees' personnel files.

18. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

***Management represented that the referenced payments and associated forms were paid and filed timely.

Other

19. 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 Commission reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

***See 2019-4 in the Commission's "Schedule of Findings and Questioned Costs with Management's Response and Planned Corrective Action".

20. 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.

***The Commission had posted the notice on its premises and did not have a website.

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

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control 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.

/s/ Hill, Inzina & Co.

Bastrop, Louisiana

August 28, 2019



Morehouse Sales & Use Tax Commission

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Member of Louisiana Association of Tax Administrators

Visit our website: www.laota.com

Milzokiya Wilson
Administrator

September 16, 2019

Re: Managements Response to Agreed-Upon Procedures

The overall cause of most of the citing's for the Agreed-Upon Procedures occurred under the previous Administrator's care. The following reasons are also causes of the citing's: inadequate segregation of duties within the Morehouse Sales & Uses Tax Commission & the lack of internal management controls. Presently, updated policies & procedures have been completed and is always available to personnel. Subsequently, corrective actions have been implemented and will continue to be implemented in every effort to prevent the reoccurrence of citing's in future audits.

We agree with the findings in the AUP's and as a corrective action beginning February 1, 2019; significant organizational & managerial changes have been made to improve functioning and operations of the Commission. Some changes include having the board chairman & co chairman (if available) observe & sign all checks; observe & initial all invoices, observe & initial all purchases, observe & initial all reimbursements and observe & initial all management timesheets. In addition, one board member who is not a signer on any bank accounts now observes & initials monthly bank reconciliations for MPSTC. We have also incorporated and communicated changes to our policies and procedures to ensure that confidential files are updated properly and supporting documentation is maintained. Also, all commission owned property is now being marked with inventory tags and properly documented for references.

We agree with the auditor's citing referencing absence of written policies and procedures addressing Disaster Recovery / Business Continuity. To my knowledge, MPSTC does not have a Disaster Preparedness Plan. However, we are currently coordinating with our Computer Support Technician to obtain important data, locations, and other network tools that is needed to operate MPSTC's office.

Contingent upon when & what time of the day tax returns / payments are received, collections are generally processed and deposited daily. The randomly selected deposit date revealed that "two" of the ten (20%) receipts were not deposited within one business day of receipt at the collection location. On June 5 – 7, 2019; the Administrator traveled to Lafayette, LA for the 2nd Quarterly Louisiana Association of Tax Administrators Conference. The Administrator traveled in the Commissioned owned vehicle and staff members are not allowed to take business deposits to the bank in their personal vehicle. That is the reason why these two receipts were not deposited within one business day.

For FY 18-19; The current Administrator reported inconsistencies, difficulties and roadblocks that was encountered during and after the transition due to the previous Administrator's failure to comply after retiring. The current Administrator reported that the situation had been unfortunate that the continuum of the daily operations of MPSTC had been hindered. Monthly reports were made to the governing Board Members, a report and legal guidance was given and requested from MPSTC's attorney, a formal police report was filed with the Bastrop Police Department, a formal report was given within the FY 18-19 Audit Questionnaire, & the Bastrop Police Department forwarded the complaint to the District Attorney's Office.

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