

**WEST CALCASIEU PARISH  
COMMUNITY CENTER AUTHORITY  
Calcasieu Parish, Louisiana**

**ANNUAL FINANCIAL STATEMENTS**

**June 30, 2024**

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## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
West Calcasieu Parish Community Center Authority  
A Component unit of the State of Louisiana  
Sulphur, Louisiana

### **Report on the Audit of the Financial Statements** ***Opinion***

We have audited the financial statements of the governmental activities, each major fund, and fiduciary fund of the West Calcasieu Parish Community Center Authority, component unit of the State of Louisiana, as of and for the year ended June 30, 2024 and the related notes to the financial statements, which collectively comprise the West Calcasieu Parish Community Center Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental, each major fund, and fiduciary fund information of West Calcasieu Parish Community Center Authority, component unit of the State of Louisiana, as of June 30, 2024, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of West Calcasieu Parish Community Center Authority, component unit of the State of Louisiana, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; 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.

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

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

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

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

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the accounts and disclosures in the financial statements.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of West Calcasieu Parish Community Center Authority's, component unit of the State of Louisiana, internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about West Calcasieu Parish Community Center Authority's, component unit of the State of Louisiana, ability to continue as a going concern for a reasonable period of time.

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

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

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7, and the OPEB liability information on page 31 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards

Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise West Calcasieu Parish Community Center Authority's, component unit of the State of Louisiana, basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is fairly stated in all material respects in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2024 on our consideration of West Calcasieu Parish Community Center Authority's, component unit of the State of Louisiana, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of West Calcasieu Parish Community Center Authority's, component unit of the State of Louisiana, 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 West Calcasieu Parish Community Center Authority's, component unit of the State of Louisiana, internal control over financial reporting and compliance.

Steven M. DeRouen & Associates, LLC

Lake Charles, Louisiana  
December 18, 2024

**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
CALCASIEU PARISH, LOUISIANA  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
AS OF JUNE 30, 2024**

The Management’s Discussion and Analysis of the West Calcasieu Parish Community Center Authority’s (the Authority) financial performance presents a narrative overview and analysis of the Authority’s financial activities for the year ended June 30, 2024. This document focuses on the current year’s activities, resulting changes, and currently known facts in comparison with the prior year’s information. Please read this document in conjunction with the additional information contained in the financial statements.

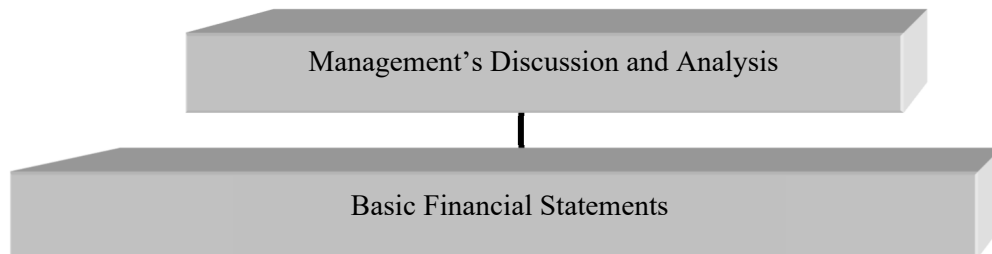
**FINANCIAL HIGHLIGHTS**

The Authority’s assets exceeded its liabilities at the close of 2024 by \$20,302,221. Of this amount, \$4,185,762 (unrestricted net assets) may be used to meet the Authority’s ongoing obligations to its users.

The Authority’s net position increased \$639,044 as a result from operations.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The following graphic illustrates the minimum requirements for Special Purpose Governments Engaged in Business-Type Activities established by Governmental Accounting Standards Board Statement 34, Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments.



These financial statements consist of two sections - Management’s Discussion and Analysis (this section) and the basic financial statements (including the notes to the financial statements).

**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**AS OF JUNE 30, 2024**

**Basic Financial Statements**

The basic financial statements present information for the Authority as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows.

The Statement of Net Position (pages 7 - 8) presents the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. The Authority's assets plus deferred outflows of resources minus their liabilities and deferred inflows of resources equals the net position. The net position of the Authority may provide a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The Statements of Revenues, Expenses, and Changes in Fund Net Position (page 9) presents information showing how the Authority's assets changed as a result of current year operations. Regardless of when cash is affected, all changes in net position are reported when the underlying transactions occur. As a result, there are transactions included that will not affect cash until future fiscal periods.

The Cash Flow Statements (pages 10 - 11) presents information showing how the Authority's cash changed as a result of current year operations. The cash flow statement is prepared using the direct method and includes the reconciliation of operating income (loss) to net cash provided (used) by operating activities (indirect method) as required by GASB 34.

**FINANCIAL ANALYSIS OF THE ENTITY**

	2024	2023	2022
<b>Assets:</b>			
Current assets	\$ 5,557,217	\$ 4,924,385	\$ 4,414,082
Capital assets	18,733,165	19,183,058	19,342,936
Total assets	24,290,382	24,107,443	23,757,018
Deferred outflows OPEB	4,202	26,505	-
Total assets and deferred outflows	24,294,584	24,133,948	23,757,018
<b>Liabilities:</b>			
Current and other liabilities	605,650	544,180	534,810
Long-term liabilities	3,376,046	3,832,375	4,390,427
Total liabilities	3,981,696	4,376,555	4,925,237
Deferred inflows OPEB	10,667	94,216	1,337
Total liabilities and deferred inflows	3,992,363	4,470,771	4,926,574
<b>Net Position:</b>			
Invested in capital assets (net of related debt)	14,998,165	14,988,058	14,697,936
Restricted	1,118,294	1,114,372	271,799
Unrestricted	4,185,762	3,560,747	3,860,709
Total net position	\$ 20,302,221	\$ 19,663,177	\$ 18,830,444

**CALCASIEU PARISH, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
AS OF JUNE 30, 2024**

Restricted net position amounts represent those assets that are not available for spending as a result of bond agreements. Conversely, unrestricted net position amounts are those that do not have any limitations for which they may be used.

	2024	2023	2022
Revenues	\$ 3,112,113	\$ 3,244,838	\$3,093,310
Expenses	( 2,473,069)	( 2,412,105)	(3,374,194)
Net increase (decrease) in net position	<u>\$ 639,044</u>	<u>\$ 832,733</u>	<u>\$ (80,884)</u>

## CAPITAL ASSET AND DEBT ADMINISTRATION

## Capital Assets

As of June 30, 2024, the Authority had \$19,342,936, net of accumulated depreciation, invested in a broad range of capital assets, including land, buildings and improvements, and equipment and furniture. (see table below). This amount represents a net increase (including additions and deductions) of \$1,163,230, from last year.

	2024	2023	2022
Land	3,092,635	3,092,635	3,092,635
Buildings and improvements	21,794,365	21,469,653	21,469,653
Equipment and furniture	3,387,141	3,205,335	2,595,335
Construction in progress	-	287,542	377,142
Less Accumulated Depreciation	(9,540,976)	(8,872,018)	(8,191,885)
Totals	18,733,165	19,183,147	19,342,936

This year's Major Capital additions included above were:

- RV Expansion Arena \$ 199,021
- Entrance Sign 112,368



**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
CALCASIEU PARISH, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
AS OF JUNE 30, 2024**

**Debt**

The Authority had \$3,735,000 in bonds outstanding at year-end, compared to \$4,195,000 last year, a decrease of \$4,600,000. A summary of this debt is shown in the table below.

Outstanding Debt at Year-end			
	<u>2024</u>	<u>2023</u>	<u>2022</u>
Revenue Bonds	\$ 3,735,000	\$ 4,195,000	\$ 4,645,000

**CONTACTING THE AUTHORITY'S MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Adrian Moreno, Executive Director, at the Authority's office, 401 Arena Road, Sulphur, Louisiana 70665 or call (337) 528-9378.

**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**

**Governmental Funds Balance Sheet/Statement of Net Position (STATEMENT A)**  
**June 30, 2024**

	General Fund	Adjustments	Statement of Net Position
<b>ASSETS</b>			
Cash and cash equivalents	\$ 368,967	\$ -	\$ 368,967
Cash and cash equivalents, restricted	1,118,294	-	1,118,294
Investments	3,833,898	-	3,833,898
Accounts receivable	12,144	-	12,144
Other receivable	129,048	-	129,048
Concession inventory	34,757	-	34,757
Prepaid insurance	60,109	-	60,109
Capital assets (net of accumulated depreciation)	-	15,640,530	15,640,530
Land	-	3,092,635	3,092,635
TOTAL ASSETS	<u>5,557,217</u>	<u>18,733,165</u>	<u>24,290,382</u>
DEFERRED OUTFLOWS OF RESOURCES RELATED TO OPEB		4,202	4,202
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>\$ 5,557,217</u>	<u>\$ 18,737,367</u>	<u>\$ 24,294,584</u>
<b>LIABILITIES</b>			
Accounts payable and other accrued liabilities	\$ 115,750	\$ -	\$ 115,750
Interest payable - bonds	-	24,900	24,900
Bonds payable:			
Due within one year	-	465,000	465,000
Due after one year	-	3,270,000	3,270,000
Other long-term liabilities:			
Due after one year	-	106,046	106,046
TOTAL LIABILITIES	<u>115,750</u>	<u>3,865,946</u>	<u>3,981,696</u>
DEFERRED INFLOWS OF RESOURCES RELATED TO OPEB		10,667	10,667
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>-</u>	<u>10,667</u>	<u>10,667</u>
Fund Balances:			
Nonspendable:			
Inventories	34,757	(34,757)	-
Prepaid expense	60,109	(60,109)	-
Restricted for debt service	1,118,294	(1,118,294)	-
Unassigned	4,228,307	(4,228,307)	-
	<u>5,441,467</u>	<u>(5,441,467)</u>	<u>-</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 5,557,217</u>		
<b>NET POSITION</b>			
Invested in Capital Assets, (net of related debt)		14,998,165	14,998,165
Restricted		1,118,294	1,118,294
Unrestricted		4,185,762	4,185,762
TOTAL NET POSITION		<u>\$ 20,302,221</u>	<u>\$ 20,302,221</u>

The accompanying notes are an integral part of this statement

WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
RECONCILIATION OF THE BALANCE SHEET -  
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION  
June 30, 2024

TOTAL FUND BALANCE FOR GOVERNMENTAL FUNDS AT JUNE 30, 2024	\$ 5,441,467
Total net position reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
Capital assets, net of accumulated depreciation	18,733,165
Deferred outflows related to other post employment benefits (OPEB) are applicable to future periods and, therefore are not reported in the funds	4,202
Deferred inflows related to other post employment benefits (OPEB) are applicable to future periods and, therefore are not reported in the funds	(10,667)
Long-term liabilities at June 30, 2024 are not due and payable in current period and therefore, are not reported in the funds:	
Bonds payable	(3,735,000)
Accrued interest payable	(24,900)
Other post employment benefits	<u>(106,046)</u>
TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES AT JUNE 30, 2024	<u>\$ 20,302,221</u>

The accompanying notes are an integral part of this statement.

**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**

**Statement of Governmental Revenues, Expenditures,  
and Changes in Fund Balances/ Statement of Activities (STATEMENT B)**

**For the Year Ended June 30, 2024**

	General Fund	Adjustments	Statement of Activities
EXPENDITURES:			
Governmental Activities:			
Personnel services	\$ 891,871	\$ (52,575)	\$ 839,296
Operating services	598,499	-	598,499
Materials, maintenance and supplies	232,151	-	232,151
Debt service - interest	81,600	(3,066)	78,534
Debt service - principal	460,000	(460,000)	-
Capital outlay	274,697	(274,697)	-
Depreciation	-	724,589	724,589
TOTAL EXPENDITURES/EXPENSES	<u>2,538,818</u>	<u>(65,749)</u>	<u>2,473,069</u>
PROGRAM REVENUES			
Facility revenues	602,442	-	602,442
Concessions revenues, net of costs of goods sold	375,336	-	375,336
Shavings revenues, net of costs of goods sold	1,016	-	1,016
Other revenues	33,532	-	33,532
Total program revenues	<u>1,012,326</u>	<u>-</u>	<u>1,012,326</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES/EXPENSES	(1,526,492)	65,749	(1,460,743)
GENERAL REVENUES			
Hotel/motel tax revenues	1,500,039	-	1,500,039
Intergovernmental revenues	376,700	-	376,700
Interest income	223,048	-	223,048
Total general revenues	<u>2,099,787</u>	<u>-</u>	<u>2,099,787</u>
CHANGE IN FUND BALANCE/NET POSITION	<u>573,295</u>	<u>65,749</u>	<u>639,044</u>
FUND BALANCE/NET POSITION - BEGINNING	<u>4,868,172</u>	<u>14,795,005</u>	<u>19,663,177</u>
FUND BALANCE - ENDING	<u>\$ 5,441,467</u>	<u>\$ 14,860,754</u>	<u>\$ 20,302,221</u>

The accompanying notes are an integral part of this statement.

WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2024

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

NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUNDS INCREASE (DECREASE)	\$ 573,295
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Governmental funds report capital outlays as expenditures, however, in the Statement of Activities the cost of those assets is allocated over there estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense:

Capital outlay	\$ 274,697	
Depreciation expense	<u>(724,589)</u>	(449,892)

Payments of long-term debt are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities

Change in accrued interest payable	460,000
	3,066

Other

The effect of recording the net OPEB obligation in the Statement of Activities does not require the use of current financial resources and not reported as expenditures in the governmental funds.

<u>52,575</u>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 639,044</u>
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The accompanying notes are an integral part of this statement.

**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**

**Statements of Net Position - Fiduciary Funds**  
**As of June 30, 2024**

**ASSETS**

Investments	<u>\$ 583,773</u>
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**LIABILITIES**

Deferred compensation benefits	<u>\$ 583,773</u>
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**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**

**Statement of Changes in Fiduciary Net Position - Fiduciary Funds**  
**For the Year Ended June 30, 2024**

**ADDITIONS**

Employee and employer contributions	\$ 69,981
Net appreciation in fair value of investments	62,949
Other	11,671
Dividend and interest earnings	9,939
Total additions	<u>154,540</u>

**DEDUCTIONS**

Withdrawals	37,172
Fees	2,214
Total deductions	<u>39,386</u>

Change in net position	115,154
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Net position held in agency funds :

Beginning of year	<u>468,619</u>
End of year	<u><u>\$ 583,773</u></u>

WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
CALCASIEU PARISH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended June 30, 2024

**ORGANIZATION**

On May 29, 1992, by legal authority R.S. 33:4576, the Louisiana Legislature created the West Calcasieu Parish Community Center Authority (the Authority). The Authority is charged with building, maintaining and operating a rodeo arena, sports complex, and community center within West Calcasieu Parish.

The managing board of the West Calcasieu Parish Community Center Authority consists of seven members, all serving without compensation. One member is appointed by the governing authority of each of the following municipalities: City of Sulphur, City of Westlake, City of DeQuincy and the Town of Vinton; one member appointed by the governing authority of Calcasieu Parish, one member appointed by the Authority 33 House of Representative member and one member appointed by the Authority 27 State Senator; each appointee shall be a resident of Ward 4, 5, 6 or 7 of Calcasieu Parish.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying financial statements of the West Calcasieu Parish Community Center Authority (the Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of these notes.

Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guidance set forth in the industry audit guide, Audits of State and Local Governments, issued by the American Institute of Certified Public Accountants and the Louisiana Governmental Audit Guide.

The following is a summary of certain significant accounting policies:

Financial Reporting Entity

The Authority is a component unity of the State of Louisiana. This report includes all funds that are controlled by or dependent on the Authority. Control by or dependence on the Authority was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of governing body, ability to impose a financial benefit/burden, fiscal dependency and other general oversight responsibility.

A. Government-Wide and Fund Financial Statements

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Authority as whole. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the West Calcasieu Parish Community Center Authority. For the most part, the effect of interfund activity has been removed from these statements.



WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
CALCASIEU PARISH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended June 30, 2024

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) fees and charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**B. Fund Accounting**

The accounts of the Authority are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are summarized by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The major funds of the Authority are described below:

**Governmental Funds-**

The General Fund is the entity's primary operating fund. It accounts for all financial resources of the entity, except those required to be accounted for in another fund.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported 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. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

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

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Hotel/Motel Sales taxes, reimbursements, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Interfund transfers are made to meet current or anticipated needs of the Authority.

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

**D. Deposits and Investments**

Cash includes amounts in demand deposits, time deposits and short-term investments with original maturities of 90 days or less from the date of acquisition. Under state law, the Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. State law also allows the Authority to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

**E. Budgets and Budgetary Accounting**

A budget is adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year end. In May of each year, the budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year, July 1.

The proposed budget is presented to the government's Board of Directors for review. The board holds a public hearing and may add to, subtract from or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated. The budget was not amended during fiscal year ended June 30, 2024.

**F. Prepaid Items**

The Authority records as prepaid assets, expenditures during the current period that will benefit the subsequent period.

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., drainage structures, bridges, and similar items), are reported in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Authority has established a \$1,000 capitalization threshold. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and infrastructure	20-40 years
Land improvements	5-30 years
Furniture and fixtures	5-10 years
Equipment	5-10 years
Transportation equipment	5 years

H. Compensated Absences

Vacation

Each full-time employee shall be entitled to take vacation with pay in the following manner:

An employee of the Authority will earn one week's vacation after six months of continuous employment from his/her anniversary date and it can be taken at any time after the end of that period.

After twelve months service, he/she is eligible for an additional week of vacation. Vacation thereafter shall be accumulated by all full time employees utilizing the following schedule:

One year	2 weeks
More than three years	3 weeks
More than ten years	4 weeks
More than fifteen years	5 weeks
More than twenty years	6 weeks

Employees may carry forward a maximum of eighty hours of vacation past December 31 of each year. Those hours in excess of eighty hours will be converted to sick leave.

Sick Leave

Sick leave shall be credited to regular employees at the rate of .0462 hours for each hour of work. Hours of work shall be defined as regular hours worked, holidays, and vacation time. (This is equivalent to eight hours of sick leave per month). This shall be granted to employees during the first year of continuous employment. After one year of continuous employment, the employee shall accumulate sick leave at the rate of .0692 hours of each hour worked. (This is the

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

equivalent to twelve hours of sick leave per month. The maximum allowable Sick Leave Hours that may be accrued by any full time employee shall not exceed 520 hours. For employees hired prior to October 19, 2017 the maximum number of hours accrued Sick Time Leave shall be 520 hours or the current number of each employees actual accrued leave, whichever is greater. No employee shall be paid for unused sick leave.

**I. Estimates**

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

**J. Deferred Outflows of Resources and Deferred Inflows of Resources**

In some instances, the GASB requires an entity to delay recognition of decreases in net position/fund balance as expenditures until a future period. In other instances, entities are required to delay recognition of increases in net position/fund balance as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**K. Equity Classifications**

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

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

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance of the governmental funds are classified as follows:

1. *Nonspendable*, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable, and for property held for resale (unless the proceeds are restricted, committed, or assigned),
2. *Restricted* fund balance category includes amounts that can only be spent for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
3. *Committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Authority's Board of Commissioners (the Authority's highest level of decision-making authority),
4. *Assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the Board of Commissioners or by an official or body to which the Board of Commissioners delegates the authority,
5. *Unassigned* fund balance category includes all other spendable amounts.

The Authority's policy is to apply expenditures against committed fund balances, assigned fund balances, and unassigned fund balances, in that order, unless the Authority has provided otherwise in its commitment or assignment actions.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then, restricted fund balances for specific purposes are determined (not including nonspendable amounts). Then, any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the restricted fund balances for specific purposes amounts exceed the positive fund balance for the non-general fund.

As of June 30, 2024, the Authority did not have any assigned fund balances.

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**NOTE 2 - CASH AND CASH EQUIVALENTS**

Under state law, the Authority may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Authority may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

*Custodial Credit Risk-Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the government’s deposits may not be returned. The Authority deposits its cash with high quality financial institutions, and management believes the Authority is not exposed to significant credit risk.

*Interest Rate Risk.* The Authority does not have a formal deposit and investment policy that limits deposits and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Concentration of Credit Risk.* The Authority places no limitation on the amount the Authority may invest in any one issuer.

At June 30, 2024, the Authority has cash and cash equivalents (book balances) totaling \$1,487,261 as follows:

Interest-bearing demand deposits.....	\$ 1,482,261
Other.....	<u>5,000</u>
Total	<u>\$ 1,487,261</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities. 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 bank. These securities are held by the pledging financial institution’s trust department or agent, in the Authority’s name.

At June 30, 2024, the Authority has \$1,488,679 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance and \$1,741,379 of pledged securities held by the pledging financial institution’s trust department or agent, in the Authority’s name.

**NOTE 3 – RESTRICTED CASH**

The Series 2021 Revenue Bond Resolution required the establishment of a Revenue Fund to collect and disburse the tax revenues from the Louisiana Department of Revenue and Taxation and disbursed by the Paying Agent to the Sinking Fund at times amounts necessary to pay the principal and interest on the bonds as they mature and become due. The balance in this account was \$1,118,294 at June 30, 2024.

**NOTE 4 - INVENTORY**

Inventory is valued at cost, using the first in, first out method. The costs of inventories are recorded as expenditures when used (consumption method), and consists of concessions held for resale.

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**NOTE 5 - INVESTMENTS**

Under Louisiana Revised Statutes 33:2955, the Authority may deposit funds in demand deposit accounts, interest bearing demand deposit accounts, money market accounts, and time certificates of deposit with state banks, organized under Louisiana Law and National Banks having principal offices in Louisiana. Additionally, Louisiana statutes allow the Authority to invest in United States Treasury obligations, obligations issued or guaranteed by the United States government or federal agencies, highly rated investment grade commercial paper, and mutual or trust funds registered with the Securities and Exchange Commission which have underlying investments consisting solely of and limited to the United States government or its agencies.

In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP). The carrying amount of the Authority's investment in LAMP was \$3,833,898 as of June 30, 2024.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

Credit risk: LAMP is rated AAAm by Standard & Poor's. The District does not have credit risk policies for investments.

Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

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Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 26 days as of June 30, 2024. The District does not have interest rate risk policies for investments.

Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**NOTE 6 - COMPENSATED ABSENCES**

At June 30, 2024, the employees of the Authority have accumulated \$16,216 of employee leave benefits, which was computed in accordance with GASB Codification C60.

**NOTE 7 - CHANGES IN CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ending June 30, 2024.

	Not being depreciated Construction in Progress	Not being depreciated Land	Buildings	Furniture and Equipment and Vehicles	Land Improvements	Total
Current year roll forward:						
Cost at June 30, 2023	\$ 287,542	\$ 3,092,635	\$ 20,134,193	\$ 3,205,335	\$ 1,335,370	\$ 28,055,075
Additions	-	-	-	237,437	324,802	562,239
Deletions	(287,542)	-	-	(55,631)	-	(343,173)
Cost at June 30, 2024	<u>\$ -</u>	<u>\$ 3,092,635</u>	<u>\$ 20,134,193</u>	<u>\$ 3,387,141</u>	<u>\$ 1,660,172</u>	<u>\$ 28,274,141</u>
Depreciation:						
Accumulated Depreciation						
June 30, 2023	\$ -	\$ -	\$ (5,945,151)	\$ (2,101,995)	\$ (824,872)	\$ (8,872,018)
Additions	-	-	(483,073)	(181,925)	(59,591)	(724,589)
Deletions	-	-	-	55,631	-	55,631
Accumulated Depreciation						
June 30, 2024	<u>-</u>	<u>-</u>	<u>(6,428,224)</u>	<u>(2,228,289)</u>	<u>(884,463)</u>	<u>(9,540,976)</u>
Capital assets, net of accumulated depreciation at June 30, 2024	<u>\$ -</u>	<u>\$ 3,092,635</u>	<u>\$ 13,705,969</u>	<u>\$ 1,158,852</u>	<u>\$ 775,709</u>	<u>\$ 18,733,165</u>



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**NOTE 8 - RISK MANAGEMENT**

The Authority 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 Authority maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Authority. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

**NOTE 9 - COMPENSATION OF BOARD MEMBERS**

The members of the governing board received no per diem for the year ended June 30, 2024.

**NOTE 10 –BONDS PAYABLE**

On September 16, 2021, the Authority issued \$4,870,000 in Revenue Refunding Bonds, Series 2021, with an average interest rate of 2.889 percent to advance refund \$4,738,000 of outstanding Series 2016 Revenue Bonds with average interest rate of 2.92 percent. In the event of a default, the Authority agrees to pay to the Purchaser, on demand, interest and principal on any and all amounts due by the Authority under this agreement.

The following is a summary of changes in this long-term debt for the year ended June 30, 2024:

Description	Amount of Original Issue	Maturity	Interest Rate	Balance 6/30/2023	Issued (Retired) 6/30/2024	Balance 6/30/2024
2021	\$4,870,000	2032	2.00%	\$ 4,195,000	\$460,000	\$3,735,000

The annual debt service requirements to maturity for the 2017 bond series as of June 30, 2023:

Year ending June 30,	Bond Principal	Bond Interest
2025	\$ 465,000	\$ 77,000
2026	480,000	67,750
2027	485,000	58,200
2028	495,000	48,550
2029	505,000	38,700
2030-2032	1,305,000	55,000
	<u>\$3,735,000</u>	<u>\$ 345,200</u>

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**NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

In 2018, the Parish implemented Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (OPEB). This Statement addresses the fact that certain postemployment benefits other than pensions, which for the Parish consist of healthcare benefits only, are related to employee services and salaries received presently but that will benefit the employee in the future – upon retirement – and whose costs will be borne by the Parish in the future. The Statement also attempts to quantify the future “retirement” costs that have been earned by the employee during his/her active years of employment. The Parish will finance the postemployment benefits on a “pay-as-you-go” basis. GASB Statement 75 requires that the liability be recognized in the financial statements for the actuarial determined portion of the projected benefit payments to be provided to current active and inactive employees that is attributed to those employees’ past periods of service. The notes to the financial statements contain other required disclosure information from GASB Statement 75.

The Parish contracted with a third-party consultant to perform the actuarial valuation required by GASB Statement No. 75 was also contracted to a third party consultant as of January 1, 2023 with a measurement date of December 31, 2023. For the Parish plan, the actuarial valuation is required every other year therefore the actuarial valuation prepared will be utilized for the two-year periods with the inclusion of the appropriate second year adjustments.

Actuarial valuations for OPEB plans involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. These actuarially determined amounts are subject to continual revisions as actual results are compared to past expectations and new estimates are made about the future.

Plan Description: The Calcasieu Parish OPEB Plan is a single employer defined benefit “substantive” plan as understood by the employer and its employees. As a component unit, the District may at their option participate in the employee’s group health, dental and life insurance programs sponsored and administered by the Parish in conjunction with its third party insurance providers and administrative agents.

Benefits Provided: The Parish OPEB Plan provides health (medical and prescription), dental and life insurance programs for retirees and their dependents. Medical coverage, including prescription drugs as part of the medical plan, is offered to pre-65 and post-65 retirees on a self-insured basis. Benefits are subsidized by the Parish. Dental and life insurance coverage are available to retirees, but these coverages are not subsidized by the Parish. The Parish does not reimburse for Medicare Part B or Part D premium for Medicare eligible retirees and dependents.

Actuarial Methods and Assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members. The actuarial calculations of the OPEB plan reflect a long-term perspective. Consistent with this perspective, the actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

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**NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) continued**

The total OPEB liability for the January 1, 2023 actuarial valuation, with a measurement date of December 31, 2023, and inclusive of the measurement period of January 1, 2023 through December 31, 2023, was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation Rate	Not utilized by the actuary – see discount rate information.
Discount Rate	3.88% using an average of following two 20-year bond indices: (a) S&P Municipal Bond 20 Year High Grade Rate Index – 4.00%, and (c) Fidelity GA AA 20 Years – 3.7%. The discount rate was 3.88% increased from 4.18% utilized in 2022.
Healthcare Cost Trend Rates	8% for pre-65 and post 65 retirees decreasing .25% per year to an ultimate rate of 4.5% in 2032 and later. The healthcare rate of 7% decreased from 8% in 2022.
Salary Increases	3.5%
Cost of Living Increases	Not applicable
Mortality Rate Table Used for Current Valuation	Society of Actuaries Mortality Improvement Scale MP-2021.

Changes in the Total OPEB Liability: The following table shows the components of the Authority’s total OPEB liability for the current year:

Balance at 06/30/2023	\$ 97,375
Current Period Changes:	
Service Cost	2,242
Interest on Total OPEB Liability	3,738
Changes in assumptions	4,740
Benefit Payments	( 2,049)
Net Change in Total OPEB Liability	10,720
Balance at 06/30/2024	\$ 106,046
Authority’s Proportionate Percentage to Total Parish OPEB Obligation	0.27%
Change in Authority’s OPEB Obligation Since Prior Measurement Date	11.01%

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**NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) continued**

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate.** The following presents the total OPEB liability of the Parish, as well as what the Parish’s and District’s total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.88%) or one percentage point higher (4.88%) than the current discount rate of 3.88%:

	1% Decrease (2.88%)	Discount Rate (3.88%)	1% Increase (4.88%)
Total OPEB Liability Parish	\$47,696,209	\$39,968,736	\$34,181,047
Total OPEB Liability Authority	\$126,549	\$106,046	\$90,690

**Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate.** The following presents the total OPEB liability of the Parish, as well as what the Parish’s and District’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (6%) or one percentage point higher (8%) than the current healthcare cost trend rate of 7%:

	1% Decrease (6%)	Healthcare Cost Trend Rate (7%)	1% Increase (8%)
Total OPEB Liability Parish	\$33,994,726	\$39,968,736	\$47,675,526
Total OPEB Liability Authority	\$90,196	\$106,046	\$126,494

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB.**

For the year ended June 30, 2024, the Authority recognized OPEB expense of (\$52,575). At June 30, 2024, the Authority had deferred outflows of \$4,202 and deferred inflows of resources of \$10,667 related to OPEB, due to changes in assumptions. Amortization of the impact due to changes in assumptions is over 10 years or \$6,771 per year.

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**NOTE 12 – DEFERRED COMPENSATION PLAN FIDUCIARY ACTIVITIES**

In 2015, the Authority implemented a deferred compensation plan created in accordance with Internal Revenue Code Section 457(b) for its employees. The plan is available to all full time employees which have employed by the Authority for 12 consecutive months, and is administered by Great West Financial. The plan permits the employees to defer a portion of their current salary until future years. The Authority's contribution for each employee is a match of 2:1, not to exceed 10% of each eligible employee's annual earnings. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency. Deferred compensation is available to employees' beneficiaries in case of death. During the year ended June 30, 2024, the Authority contributed \$45,274, with the employees contributing \$27,503.

Investments reported at fair value on the Authority's Statement of Net Position – Fiduciary Funds consist of investments held by the Authority's 457 plan on behalf of its employees. The investments are not included in the Authority's basic financial statements and instead are shown on its fiduciary statements. The investments consist entirely of funds which are traded on active markets and are considered level 1 investments. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities the Authority has the ability to access.

The fair value of investments as of June 30, 2024 is \$583,773.

In management's opinion, the Authority has no liability for losses under the plan. However, the Authority does have the duty of due care that would be required of an ordinary prudent investor. The Authority believes it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

**NOTE 13 – INTERGOVERNMENTAL REVENUE**

In May 2012, the Authority entered into a cooperative agreement with the Calcasieu Parish Police Jury to provide supplemental funding assistance to the Authority from the proceeds of an ad valorem tax known as the Burton Coliseum and Agricultural Services Tax. In the first year of the agreement, the appropriation to the Authority is \$225,000 from its tax. In subsequent years, the Police Jury shall annually appropriate 10% of the estimated tax collections of the tax. The appropriation of funds from the tax to the Authority will not exceed 25% of the Authority's gross operating revenue, as determined by the Authority's previous fiscal year audit. Disbursement of funding will occur in February of each year. The agreement is effective for a period of 10 years. The amount of assistance received was \$376,700 for the year ended June 30, 2024.

**NOTE 14 – ECONOMIC DEPENDENCY**

The Authority relies on the appropriation from the State of Louisiana from the Hotel Occupancy Tax funds to provide for the payment of bond principal and interest. If the State does not continue to appropriate funds for the Authority, their ability to retire their debt would be significantly affected.

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**NOTE 15 - SUBSEQUENT EVENT REVIEW**

The Authority's management has evaluated subsequent events through the date of the audit report, the date which the financial statements were available to be issued.

## REQUIRED SUPPLEMENTARY INFORMATION

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Budgetary Comparison Schedule - General Fund  
For the Year Ended June 30, 2024

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES:				
Hotel/motel tax revenues	\$ 1,200,000	\$ 1,200,000	\$ 1,500,039	\$ 300,039
Intergovernmental revenues	325,000	325,000	376,700	51,700
Interest income	120,000	120,000	223,048	103,048
Facility revenues	435,000	435,000	602,442	167,442
Concessions revenues (net of cost of goods sold)	167,500	167,500	375,336	207,836
Shavings revenues (net of costs of goods sold)	2,500	2,500	1,016	(1,484)
Other revenues	1,200	1,200	33,532	32,332
TOTAL REVENUES	<u>2,251,200</u>	<u>2,251,200</u>	<u>3,112,113</u>	<u>860,913</u>
EXPENDITURES:				
Personnel services	904,110	904,110	891,871	12,239
Operating services	532,730	532,730	598,499	(65,769)
Materials, maintenance and supplies	216,635	216,635	232,151	(15,516)
Other	-	-	-	-
Debt service - interest	81,600	81,600	81,600	-
Debt service - principal	460,000	460,000	460,000	-
Capital outlay and construction in progress	785,000	785,000	274,697	510,303
TOTAL EXPENDITURES	<u>2,980,075</u>	<u>2,980,075</u>	<u>2,538,818</u>	<u>441,257</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(728,875)</u>	<u>(728,875)</u>	<u>573,295</u>	<u>1,302,170</u>
FUND BALANCE - BEGINNING	<u>4,360,239</u>	<u>4,360,239</u>	<u>4,360,239</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 3,506,264</u>	<u>\$ 3,506,264</u>	<u>\$ 4,933,534</u>	<u>\$ 1,302,170</u>

The accompanying notes are an integral part of this statement.



**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**

**OTHER POSTEMPLOYMENT BENEFITS**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS**

**For the Year Ended June 30, 2024**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Total OPEB Liability						
Service Cost	\$ 2,242	\$ 2,091	\$ 3,195	\$ 3,093	\$ 4,977	\$ 4,278
Interest on Total OPEB Liability	3,738	8,127	3,920	4,550	6,287	6,278
Changes in Assumptions	4,740	(106,279)	(1,506)	(38,895)	48,054	-
Benefit payments	(2,049)	(1,991)	(2,770)	(2,804)	(2,793)	(2,826)
Net Change in Total OPEB Liability	<u>8,671</u>	<u>(98,052)</u>	<u>2,839</u>	<u>(34,056)</u>	<u>56,525</u>	<u>7,730</u>
Total OPEB Liability at Beginning of Year	97,375	195,427	192,588	226,644	170,119	162,389
Total OPEB Liability at End of Year	<u>\$ 106,046</u>	<u>\$ 97,375</u>	<u>\$ 195,427</u>	<u>\$ 192,588</u>	<u>\$ 226,644</u>	<u>\$ 170,119</u>
Covered Employee Payroll	<u>\$ 315,084</u>	<u>\$ 274,883</u>	<u>\$ 413,555</u>	<u>\$ 312,125</u>	<u>\$ 306,687</u>	<u>\$ 262,773</u>
Total OPEB Liability as a Percentage of Covered Employee Payroll	33.66%	35.42%	47.26%	61.70%	73.90%	64.74%

Notes to the Schedule:

(1) This schedule is intended to report information for ten years. Data for the full ten year period is not available but will be reported as the additional years become available.

(2) Changes of Benefit Terms: There were no changes in benefit terms for 2024.

(3) Changes of Assumptions: Change in discount rate of 3.88% for 2024 to 4.18% for 2023

(4) There were no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

## OTHER SUPPLEMENTARY INFORMATION

**WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY**  
**CALCASIEU PARISH, LOUISIANA**

Schedule of Compensation, Reimbursements, Benefits and Other Payments to Agency Head,  
Political Subdivision Head, or Chief Executive Officer- Louisiana Revised Statute 24:513 A. (1) (a)  
For the Year Ended June 30, 2024

**Agency Head Name:** Adrian Moreno, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 172,401
Benefits-insurance	14,026
Benefits-retirement	16,327
Benefits-other	-
Car allowance	9,910
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-

The accompanying notes are an integral part of this statement.

## INDEPENDENT AUDITOR'S REPORT SECTION

# STEVEN M. DEROUEN & ASSOCIATES, LLC

*Certified Public Accountants*

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## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Commissioners  
West Calcasieu Parish Community Center Authority  
A Component Unit of the State of Louisiana  
Sulphur, 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 West Calcasieu Parish Community Center Authority, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the West Calcasieu Parish Community Center Authority's basic financial statements and have issued my report thereon dated December 18, 2024.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered West Calcasieu Parish Community Center Authority'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 West Calcasieu Parish Community Center Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of West Calcasieu Parish Community Center Authority's internal control.

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

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. Given these limitations, during my audit we did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

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

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion of the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Steven M. DeRouen & Associates, LLC

Lake Charles, Louisiana  
December 18, 2024

WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY  
A COMPONENT UNIT OF THE CALCASIEU PARISH POLICE JURY  
SCHEDULE OF FINDINGS AND RESPONSES  
For the Year Ended June 30, 2024

**A. Summary of Independent Auditor's Results:**

1. Unmodified opinion on financial statements.
2. No material weaknesses or significant deficiencies in internal control noted.
3. No instances of non-compliance noted.

**B. GAGAS Findings:**

**None.**

**C. Prior Year Findings:**

**None.**

# STEVEN M DEROUEN & ASSOCIATES LLC

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

To the West Calcasieu Parish Community Center Authority and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. West Calcasieu Parish Community Center Authority's management is responsible for those C/C areas identified in the SAUPs.

West Calcasieu Parish Community Center Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### ***1) Written Policies and Procedures***

---

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ii. ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.



- iii. **Disbursements**, including processing, reviewing, and approving.
- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Were any exceptions found? - Yes*

*We performed the Information Technology Disaster Recovery/Business Continuity procedure (1Axi) and discussed the results with management.*

*Exception (1Axi): The Authority's Sexual Harassment policy does not include (2) annual employee training and (3) annual reporting R.S. 42:342-344 requirements.*

## **2) Board or Finance Committee**

---

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*Were any exceptions found? - No*

## **3) Bank Reconciliations**

---

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - ii. Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date of the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*Were any exceptions found? - No*

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

---

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - i. Employees responsible for cash collections do not share cash drawers/registers.
  - ii. 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.
  - iii. 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.
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure 3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.

*Were any exceptions found? – No*

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

---

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - ii. At least two employees are involved in processing and approving payments to vendors.
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]
- C. For each location selected under #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
  - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

*Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

*Were any exceptions found? – No*

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

---

- A. 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.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were 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.]
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to testing). For each transaction, observe 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.

*Were any exceptions found? – No*

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

---

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- ii. If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- iii. Observe 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 Policies and Procedures procedure #1A(vii); and
- iv. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Were any exceptions found? - No*

## **8) Contracts**

---

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
  - iii. If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

*Were any exceptions found? – No*

## **9) Payroll and Personnel**

---

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

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

*Were any exceptions found? – No*

## ***10) Ethics***

---

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

*Were any exceptions found? – No*

### ***11) Debt Service***

---

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*Were any exceptions found? – No*

### ***12) Fraud Notice***

---

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe 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.

*Were any exceptions found? – No*

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

---

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and



active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
  - Hired before June 9, 2020 - completed the training; and
  - Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*We performed the Information Technology Disaster Recovery/Business Continuity procedures and discussed the results with management.*

#### ***14) Prevention Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

*Were any exceptions found? – Yes*

*Exception 14 C: The Authority did not file report on or before February 1.*

### **Management's Responses**

**1Axii - The Authority will update its Sexual Harassment Policy to include the annual reporting and annual training language.**

**14C – The Authority will prepare annual sexual harassment report in accordance with R.S 42:344 on or before February 1.**

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

We are required to be independent of West Calcasieu Parish Community Center Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

*Steven M DeRouen & Associates LLC*

Lake Charles, Louisiana  
December 18, 2024