

**CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC**

DENHAM SPRINGS, LOUISIANA

Review of Financial Statements

**For the year ended September 30, 2017
(With Accountant's Report Thereon)**

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Independent Accountant's Review Report

Board of Directors
Capital District Law Enforcement Planning Council, Inc.
Denham Springs, Louisiana

I have reviewed the accompanying financial statement Capital District Law Enforcement Planning Council, Inc., as of and for the year ended September 30, 2017, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for preparation and fair presentation of these combining 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 the combining financial statements that are free from material misstatement whether due to defraud or error.

Accountant's Responsibility

My responsibility is to conduct the review in accordance with Statements on Standards of Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the combined financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Accountant's Conclusion

Based on my review I am not aware of any material modification that should be made to the accompanying combining financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis and the Budgetary Comparison Schedules that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information

Prior year financial statements

The financial statements of the prior year were audited by another firm whose audit report was dated June 22, 2017. The prior year audited report was disclaimed by this auditor due to a loss of accounting records from a flood that was declared a federal disaster. The records that were lost included all backup's in flash drives, computers with accounting data, invoices, bank statements, checkbooks, check register and reconciliations for the entire fiscal year. There were also no audit procedures performed after the date of the previous auditor's report.



Michael K Glover
Michael K. Glover APAC
September 25, 2018

GOVERNMENT-WIDE FINANCIAL STATEMENTS

CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 PARISH OF EAST BATON ROUGE, LOUISIANA
 STATEMENT OF NET POSITION

Statement A

September 30, 2017

		Governmental Funds
ASSETS		
Current Assets:		
Cash	\$	<u>60,850</u>
Capital Assets - net of accumulated depreciation		<u>7,141</u>
Total Assets	\$	<u><u>67,991</u></u>
LIABILITIES AND NET POSITION		
Current Liabilities:		
Accounts payable	\$	10,260
Payroll liabilities		<u>4,271</u>
		14,531
Net Position		
Invested in capital assets		7,141
Restricted - training fund		8,674
General fund		<u>37,645</u>
Total net position	\$	<u><u>53,460</u></u>

CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 PARISH OF EAST BATON ROUGE, LOUISIANA

Statement B

Statement of Activities
 For the year ended September 30, 2017

Activities	Expense	Program Revenues			Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Government activities:					
Public Safety					
Administration	\$ 91,357		116,707		\$ 25,350
Depreciation	1,114		-		(1,114)
Training	54,676		54,450		(226)
Total governmental activities	147,147	-	171,157	-	24,010
General Revenues:					
Flood insurance reimbursement					8,504
Other income - old outstanding bank transactions					5,500
Total general revenues					14,004
Changes in net position					38,014
Net position:					
Beginning of the year - as restated					15,446
End of the year					\$ 53,460

FUND FINANCIAL STATEMENTS

FUND DESCRIPTIONS

GENERAL FUND

The General Fund is the Council's operating fund and it accounts for all financial resources of the entity, except those designated to be accounting for in the Training Fund. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Council's policy. This fund is considered a major fund.

SPECIAL REVENUE FUND

Training Fund

This fund is being used to account for the funds which are used to provide training to local governments in the Capital District.

CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 PARISH OF EAST BATON ROUGE, LOUISIANA
 BALANCE SHEET
 GOVERNMENT FUNDS

Statement C

September 30, 2017

ASSETS	General Fund	Special Revenue Training Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
Cash	\$ 48,676	12,174	60,850
Total assets	\$ <u>48,676</u>	<u>12,174</u>	<u>60,850</u>
LIABILITIES AND FUND BALANCE			
Liabilities:			
Accounts payable	\$ 6,760	3,500	10,260
Payroll liabilities	<u>4,271</u>	<u> </u>	<u>4,271</u>
	11,031	3,500	14,531
Fund balances:			
Restricted	<u> </u>	8,674	8,674
Unassigned	<u>37,645</u>	<u> </u>	<u>37,645</u>
Total liabilities and fund balance	\$ <u>48,676</u>	<u>12,174</u>	<u>60,850</u>

CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 PARISH OF EAST BATON ROUGE, LOUISIANA
 RECONCILIATION OF THE GOVERNMENT FUND BALANCE SHEET
 TO THE STATEMENT OF NET POSITION

Statement D

September 30, 2017

Total fund balances - governmental funds (Statement C)	\$	46,319
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The purchase of capital assets are reported as expenditures as they are incurred in the governmental funds. The statement of net position reports capital assets as an asset of the Assessor. These capital assets are depreciated over their estimated useful lives in the Statement of Activities and are not reported in the governmental funds.

Cost of capital assets	\$	8,255	
Less: Accumulated depreciation		<u>(1,114)</u>	<u>7,141</u>

Net Position (Statement A)	\$	<u><u>53,460</u></u>
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CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 PARISH OF EAST BATON ROUGE, LOUISIANA

Statement E

Statement of Revenues, Expenditures,
 and Changes in Fund Balance
 Governmental Funds
 For the Year Ended September 30, 2017

	<u>General Fund</u>	<u>Special Revenue Training Fund</u>	<u>Total Governmental Funds</u>
Revenues:			
Intergovernmental - Federal and state	\$ 22,958	54,450	77,408
Intergovernmental - Local	93,651	-	93,651
Miscellaneous income	98	5,500	5,598
	<u>116,707</u>	<u>59,950</u>	<u>176,657</u>
Expenditures:			
Salaries and related benefits	68,229	-	68,229
Other operating expenses	23,128	226	23,354
Training		54,450	54,450
Capital outlay	8,255		8,255
	<u>99,612</u>	<u>54,676</u>	<u>154,288</u>
Operating income (loss)	17,095	5,274	22,369
Non-Operating Revenues (Expenses):			
Flood insurance reimbursement	<u>8,504</u>	<u>-</u>	<u>8,504</u>
	25,599	5,274	30,873
Fund balance:			
Beginning of the year-as restated	12,045	3,401	15,446
End of the year	<u>\$ 37,644</u>	<u>8,675</u>	<u>46,319</u>

CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.
PARISH OF EAST BATON ROUGE, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES

Statement F

For the Year Ended September 30, 2017

Net change in fund balances-total governmental funds (Statement E)	\$	30,873
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Amounts reported for governmental activities in the statement of activities (Statement B) are different as follows:

Government funds report capital outlays as expenditures.

However, in the statement of activities, the cost of those assets are allocated over the estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays during the year.

7,141

Changes in Net Position (Statement B)	\$	<u><u>38,014</u></u>
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CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.

Notes to Financial Statements
As of and for the Year ended September 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. INTRODUCTION

The Capital District Law Enforcement Planning Council, Inc. (Council) was formed pursuant to the 1969 Omnibus Crime Bill as a private nonprofit corporation. It is funded with federal, state and local monies to provide training, supplies and equipment to various law enforcement agencies in the Council to lower the crime rate. The Council encompasses the following eleven parishes: of Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana. The Council employs two full-time employees.

The board is a self-appointed board that determines the amount of contributions required for each parish based on a percentage of their population.

B. Basis of Presentation, Basis of Accounting

The accompanying basic financial statements of the Capital District Law Enforcement Planning Council, Inc. have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the primary government. These statements include all the non-fiduciary financial activities of the Council. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange or exchange-like transactions should be recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions should be recognized in accordance with the requirements of GASB Codification Section N50.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Council's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to the particular function. Program revenues include (a) fees and charges paid by the recipients of services offered by the Capital District Law Enforcement Planning Council, Inc., and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

The fund financial statements provide information about the Council's funds, including its major funds, the general fund and the special revenue fund – training fund. Separate statements for each of the fund are presented. The emphasis of fund financial statements is on major governmental funds.

CAPITAL DISTRICT LAW ENFORCEMENT
Notes to Financial Statements (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation, Basis of Accounting- Continued

The Council reports the following major governmental funds:

General Fund

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

Special Revenue Funds – Training Fund

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. This fund is used to account for the funds used to provide training to local governments in the Capital District. This fund can only expend the revenues that have been received.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-wide financial statements (GWFS) use the economic resources measurement focus and the accrual basis of accounting in the preparation of The Statement of Net Position and the Statement of Activities. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of when the related cash flows take place. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements (FFS) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Council considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, if measurable, except for compensated absences and claims and judgments which are reported when the obligations are expected to be liquidated with expendable available financial resources. General capital assets acquisitions are reported as expenditures in governmental funds and other revenues and/or expenses that are not related to operations are recorded as other source financing sources (uses).

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

C. Receivables and Payables

Receivables consist of all revenues earned at year end and not yet received. Payables consist of all expenses/expenditures incurred at year end and not yet paid.

D. Eliminating Internal Activity

Interfund receivables and payables are eliminated in the Statement of Net Position.

CAPITAL DISTRICT LAW ENFORCEMENT
Notes to Financial Statements (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Capitalizing Assets

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated cost if historical cost is not available. Contributed assets are recorded as capital assets at their estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment	5 years
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F. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect 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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits that mature within 90 days after year end and other investments with original maturities of 90 days or less. Under state law, the Council may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or under the laws of the United States.

H. Compensated Absences

Employees of this Council earn from 1.5 to 2.5 days of annual leave and sick leave each work period, depending on their length of service; however, before vacation time can be used, a waiting period of 360 calendar days must be completed. Every employee employed, shall be entitled to full pay during sickness or incapacity not brought about by his own negligence or culpable indiscretion for a period of not less than fifty-two weeks. Upon termination of employment, employees are paid for accrued annual leave up to the maximum accrual authorized. The plan assets remain the property of the Council until paid or made available to participants, subject only to claims of the employer's general creditors.

The cost of leave privileges is recognized as a current-year expenditure in the General Fund as leave is taken. The cost of leave privileges not requiring current resources is recorded as a long-term debt as a governmental activity.

I. Budget Practices

The proposed budget for 2016 - 2017 was made available for public inspection on November 2, 2016. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal ten (10) days prior to the public hearing, which was held at the West Baton Rouge Sheriff Posse on November 2, 2016, for the comments from taxpayers. The budget is legally adopted and amended, as necessary, by the Board of Directors.

All expenditure appropriations lapse at year end. Unexpended appropriations and any excess revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments, if any.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Equity Classifications

Government-Wide Statements:

1. Net investment in capital assets – Consists of net capital assets reduced by the outstanding balance of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increase by balances of deferred outflows of resources related to those assets.
2. Restricted net position – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions can be imposed by either external organization such as creditors (such as debt covenants), grants, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resource related to the restricted assets.
3. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

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

Fund Financial Statements:

GASB 54 Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned,

Restricted Fund Balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Board – the highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Board removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual requirements.

Assigned Fund Balance – These are amounts that are constrained by the Board's *intent* to be used for specific purposes, but are neither restricted nor committed. The board's management has the authority to assign amount to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned Fund Balance – This fund balance is the residual classification for the general fund. This represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

When both restricted and unrestricted resources are available for use, it is the board's policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

2. CASH AND CASH EQUIVALENTS

The following is a summary of cash and cash equivalents at September 30, 2017:

	<u>Book Balance</u>	<u>Bank Balance</u>
Interest-bearing demand deposits	<u>\$ 60,850</u>	<u>\$ 74,896</u>

This deposit is stated at cost which approximates market. Under state law, deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge or securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. As of September 30, 2017, the bank balance was secured from risk by federal deposit insurance and was not exposed to custodial credit risk.

3. DEFERRED COMPENSATION PLAN

The Council has a qualified deferred compensation plan under Section 457 of the Internal Revenue Code that is offered to its employees. The Council does not report the deferred compensation plan assets in the general purpose financial statements. The Council contributes 12.3% of the employees' salaries to the plan, contingent upon the employees' contributing the required amount. For the year ended September 30, 2017, the Council contributed \$5,184 to the plan.

4. LITIGATION AND CLAIMS

As of September 30, 2017, there was no litigation pending against the Council, nor was the Council aware of any unasserted claims. The Council's management believes that any potential lawsuits would be covered by insurance or resolved without any material impact upon the Council's financial statements. No claims were paid out or litigation costs incurred during the year ended September 30, 2017.

5. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2017 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Governmental activities:				
Equipment	\$ -	8,255	<u> </u>	\$ 8,255
Less: accumulated depreciation	<u>-</u>	<u>(1,114)</u>	<u>-</u>	<u>(1,114)</u>
Capital assets, net of accumulated depreciation	\$ <u>-</u>			\$ <u>7,141</u>

6. COMPENSATION PAID TO THE BOARD

There was no compensation paid to the board during the fiscal year ended September 30, 2017.

7. LEASES

The Council leases office space on a month-to-month basis at \$595 monthly.

8. CONTINGENCIES — GRANT PROGRAMS

The Council participates in state and federal grant programs, which are governed by their rules and regulations. Costs charged to the grant programs are subject to audit and adjustment by the grantor agencies. If the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable at year end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. There has not been any disallowed cost in the previous years.

9. ECONOMIC DEPENDENCY

The Council receives the majority of its annual revenues from the local law enforcement agencies in the Council and the Governor's commission on law enforcement. If significant budget cuts are made at the federal, state or local level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is aware of continued budget cuts but is not aware of any actions that will significantly affect the amount the Council will receive next year relating to revenues it usually receives.

10. PRIOR PERIOD ADJUSTMENT

A flood destroyed the financial records in the previous year and some of the information to prepare those financial statement were not available. The amounts due for the deferred compensation plan were not recorded in the previous year and were all paid in the fiscal year September 30, 2017. The adjustment below is correcting that error.

General Fund	<u>Payroll Liabilities</u>	<u>Net Position</u>	<u>Government Fund Balance</u>
Unadjusted beginning balance	\$ 7,183	20,124	\$ 20,124
Deferred compensation for balances due before the year ended September 30, 2016	<u>8,079</u>	<u>(8,079)</u>	<u>(8,079)</u>
September 30, 2016 - restated balance	\$ <u>15,262</u>	12,045	12,045
Planning Fund - beginning net position		<u>3,401</u>	<u>3,401</u>
		<u>15,446</u>	\$ <u>15,446</u>

11. COMPENSATION, BENEFITS AND OTHER PAYMENTS TO EXECUTIVE DIRECTOR

A detail of compensation, benefits, and other payments paid to Wanda Johnson, Executive Director, for the year ended September 30, 2017.

	<u>Amount</u>
Salary	\$ 35,249
Benefits - Deferred Compensation	<u>2,940</u>
	<u>\$ 38,189</u>

CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 SCHEDULE OF FINDINGS AND QUESTIONED COST
 FOR THE YEAR ENDED SEPTEMBER 30, 2017

2017-01 Financial statements not submitted timely

Criteria Louisiana RS 24:513 required the financial statements for this entity to be submitted no later than six months following the year end.

Condition The audited financial statements for the year ended September 30, 2017, were required to be filed no later than March 31, 2018.

Cause The management of the District reached out to the accounting firm that as used in the previous years and they would not respond to their calls. After the 6 month deadline they reached out to Michael Glover and he agreed accept the engagement.

Effect The financial statements were not be submitted to the legislative auditors office until after the due date of March 31, 2018.

Planned corrective Action Management agrees with this finding and will have the financial statements submitted timely for future periods.

2017-02 Budget was not completed and submitted 15 days before the year ended

Criteria Louisiana RS 39: 1306 require the budget to be completed and submitted to the governing authority 15 days before the beginning of each fiscal year.

Condition Budget for 2016-2017 was not approved before the start of the new fiscal year.

Cause The budget is usually presented at the September meeting but because of the flood and the records that were lost, management could not complete the budget at that time.

Effect None

Recommendation None

Planned corrective Action Management will have future budgets approved at the September meeting which is held 15 days before the start of the new fiscal year.

CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COST
FOR THE YEAR ENDED SEPTEMBER 30, 2016

2016-01- Financial Statements

Recommendation - Management does not have the employees who are qualified or trained to apply general accepted accounting principles to prepare its financial statements including the related notes.

Response - Management is hiring the accounting firm that performs this engagement to prepare the financial statements and note disclosures in accordance with GAAP.

2016-02 – Material Misstatements

Recommendation - The previous reports required numerous proposed material adjustment that need to be made to the financial statements and recommended that management implement procedures to insure the adequate structure of internal control be in place to limit these adjustments.

Response - Management has made these changes to limit the adjustments.

2016-03 – Accounting Records

Recommendation - Management did not establish effective disaster recovery procedures to prevent the loss of records due to the August 2016 flood,

Response - Management has since established a disaster recovery plan that includes storage of the database offsite.

CAPITAL DISTRICT LAW ENFORCEMENT PLANNING COUNCIL, INC.

Report on Agreed-Upon Procedures

**For the year ended
September 30, 2017**

MICHAEL K. GLOVER
CERTIFIED PUBLIC ACCOUNTANT
(A Professional Accounting Corporation)

9437 BROOKLINE
BATON ROUGE, LOUISIANA 70809
(225) 295-1860

Independent Accountant's Report
On Applying Agreed-Upon Procedures

August 24, 2018

To the Board Members
Capital District Law Enforcement Planning Council, Inc.
Denham Springs, Louisiana

I have performed the procedures enumerated below, which were agreed to by Capital District Law Enforcement Planning Council, Inc. and the Louisiana Legislative Auditor (the specified parties), on the Council's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended September 30, 2018, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Council's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$154,450. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures for materials or supplies that exceeded \$30,000 nor were there any public works that occurred during the fiscal year.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided me with the requested information for 22 of the 35 board members.

3. Obtain a list of all employees paid during the fiscal year.

Management provided me with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families, that were provided, appeared as vendors on the list of disbursements.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget. Management represented that there were no amendments to the budget during the year.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

I traced adoption of the original budget to documentation in the minutes of the meeting of the Council held on October 4, 2016. Management represented that there were no amendments to the budget during the year.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

When comparing the revenues and expenditures of the final budget to actual revenues and expenditures, revenues exceeded the budgeted revenues and expenditures did not exceed budgeted amount by more than 5%.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

(a) Report whether the six disbursements agree to the amount and the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

(b) Report whether the six disbursements were coded to the correct fund and general ledger account.

All six of the selected disbursements were coded to the correct fund and general ledger account.

(c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

The six disbursements were approved in accordance with management's policies and procedures.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

Management has informed me that the meeting were not posted or advertised as required by R.S 42:11 through 42:28. See Exception 2017-02

Debt

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

I scanned copies of all bank deposit slips for the fiscal year, and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

I scanned payroll disbursements and read the meeting minutes of the Council's board of directors for the fiscal year, I found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Council's report was due on March 31, 2018, but was not submitted until October 1, 2018. See Exception 2017-01

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Management represented that the Council did not enter into any contracts that utilized state funds that were subject to the public bid law while not in compliance with R.S. 24:513.

Prior-Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

There was no prior year report that was submitted. This is the first year an Agreed-Upon-Procedure report was performed for the Council.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Council's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Council's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.



Michael K Glover APAC
Baton Rouge, Louisiana
August 24, 2018

ATTACHMENTS:

**SIGNED LOUISIANA ATTESTATION QUESTIONNAIRE
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR EXCEPTIONS NOTED IN THE ATTESTATION
REPORT (IF APPLICABLE)**

Capital District Law Enforcement Planning Council, Inc.
Agreed-Upon-Procedures
Exceptions
For the Year Ended September 30, 2017

2017-01 Meetings Procedure 11

Condition – The agenda for the meetings were not advertised or made available to the public as required by R.S. 42:11.

Recommendation – State law R.S. 42:11 is an “Open Meeting Law” for public bodies requiring them to publish in advance the agenda of the meetings no later than twenty-four hours before the meeting.

Response – We will post all meetings as required by R.S. 42:11 in the future.

2017-02 State Audit Law

Condition - The reports were not submitted by the due date of March 31, 2018.

Recommendation – The Agreed-Upon- Procedures report was due no later than six months from the end of the fiscal year, or March 31, 2018. All future report should be submitted timely.

Response – Management tried to contact the accounting firm they had used in the previous years and they would not return their calls. Not until after March 31, 2018, did they look for another firm that would perform the services. We have not been late with the issuance of this report in the past except for the previous year which was caused for a loss of records from flood waters, and we will not be late in the future.

Capital District Law Enforcement Planning Council, Inc.

1406 South Range Ave., Ste. 5
Denham Springs, LA 70726

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

Phone: 225-667-1503
planningc@bellsouth.net

4/25/18 (Date Transmitted)

Michael K. Glover (CPA Firm Name)
9497 Brookline Ave. (CPA Firm Address)
Baton Rouge, LA 70809 (City, State Zip)

In connection with your audit of our financial statements as of 9/30/17 and for 10/1/16 - 9/30/17 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of 4/25/18 (date completed/date of the representations).

PART I. Agency Profile

1. Name and address of the organization.

Capital District Law Enforcement Planning Council, Inc.
1406 South Range Ave, Ste. 5 Denham Springs, LA 70726

2. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

<u>Chief Roddy Devell - President</u> <u>P.O. Box 2021</u> <u>Hammond, LA 70403</u>	<u>Mr. Freddie Carter - Vice-President</u> <u>P.O. Box 36</u> <u>Greeneburg, LA 70441</u>	<u>Mr. Jack Lianza</u> <u>10645 Hwy. 16</u> <u>Amite, LA 70422</u> <u>Sect./Treas.</u>
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3. Period of time covered by this questionnaire.

10/1/16 - 9/30/17

4. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

Executive Order Number 59

5. Briefly describe the public services provided.

To perform and administer planning and development operations for local

6. Expiration date of current elected/appointed officials' terms.

9/30/18

law enforcement, prosecutors, and other qualifying agencies serving the
criminal justice system.

Part II. Federal, State, and Local Awards

7. We have detailed for you the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes No

8. All transactions relating to federal grants have been properly recorded within our accounting records and reported to the appropriate federal grantor officials.

Yes No

9. All transactions relating to state grants have been properly recorded within our accounting records and reported to the state grantor officials.

Yes No []

10. All transactions relating to local grants have been properly recorded within our accounting records and reported to the appropriate local grantor officials.

Yes No []

11. The reports filed with federal agencies are properly supported by books of original entry and supporting documentation.

Yes No []

12. The reports filed with state agencies are properly supported by books of original entry and supporting documentation.

Yes No []

13. The reports filed with local agencies are properly supported by books of original entry and supporting documentation.

Yes No []

14. We have complied with all applicable compliance requirements of all federal programs we administer,

Yes No []

15. We have complied with all applicable specific requirements of all state programs we administer, to include matters contained in the grant awards.

Yes No []

16. We have complied with all applicable specific requirements of all local programs we administer, to include matters contained in the grant awards.

Yes No []

17. We have provided you with all communications from grantors concerning noncompliance with or deficiencies in administering grant programs.

Yes No []

Part III. Public Records

18. We are familiar with the Public Records Act and have made available to the public those records as required by R.S. 44:33.

Yes No []

Part IV. Open Meetings

19. Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/lala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes No []

Part V. Budget

20. For each federal grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes No

21. For each grant received from the state, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose, duration, specific goals and objectives, and measures of performance.

Yes No

22. For each local grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes No

Part VI. Reporting

23. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes No

24. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

25. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

Jack Stuzgai Secretary 4-19-18 Date
Bob Treasurer _____ Date
Rocky Donnell President 4-25-18 Date