Village of Athens, Louisiana Annual Financial Statements For the Year Ended December 31, 2024

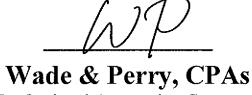
## Village of Athens, Louisiana Annual Financial Statements For the Year Ended December 31, 2024

## TABLE OF CONTENTS

	<b>Statement</b>	Page
Independent Auditor's Report		1
Government-Wide Financial Statements:		
Statement of Net Position	A	4
Statement of Activities	В	5
Fund Financial Statements:		
Governmental Funds:		
Balance Sheet	C	6
Reconciliation of the Government Funds Balance Sheet to		
The Government-Wide Financial Statement of Net Position	D	7
Statement of Revenues, Expenditures, and Changes in Fund Balances	Е	8
Reconciliation of the Statement of Revenues, Expenditures,	_	_
And Changes in Fund Balances of Governmental Funds		
to the Statement of Activities	F	9
to the Statement of Honvitted	1	
Proprietary Funds:		
Statement of Net Position	G	10
Statement of Revenues, Expenses, and Changes in Net Position	Н	11
Statement of Revenues, Expenses, and Changes in Net 1 osition	11	11
Statement of Cash Flows	I	12
Notes to the Financial Statements		13
	0-14-1-	n
O4h C14-1 C-1 - 4-1-	<u>Schedule</u>	Page
Other Supplemental Schedule		
Schedule of Compensation, Benefits and Other Payments		
to Agency Head or Chief Executive Officer	1	23
to Agency fread of Chief Executive Officer	1	23
Schedule of Compensation Paid Board Members	2	24
behavior of compensation raid board members	2	27
Act 87 - Justice system funding schedule	3	25
	_	
Required Supplemental Information		
•		
Budget Comparison Schedule	4	29

## Table of Contents (Contd.) Village of Athens, Louisiana

	<u>Schedule</u>	Page
Other Reports		
Independent Auditor's Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of the Basic Financial Statements Performed in Accordance with		
Government Auditing Standards		30
Current Year Findings and Questioned Costs	5	32
Status of Prior Audit Findings	6	34
Management's Response		35
Independent Accountant's Report on Applying Agreed-Upon Procedures		



A Professional Accounting Corporation Members: AICPA/ Society of LCPA's

Independent Auditor's Report

The Honorable Ann Brown, Mayor and Members of the Board of Aldermen Village of Athens, Louisiana

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the Village of Athens (Village) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements 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 activities and each major fund of the Village as of December 31, 2024, 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 the Village and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we 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, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with 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, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based of the financial statements.

In performing an audit in accordance with GAAS and Government Auditing Standards, we:

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

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

### Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States 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.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, 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 inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The schedule of compensation, benefits, and other payments to agency head, schedule of compensation paid board members, and the justice system funding schedule on pages 23 to 27 are presented for purposes 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 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information 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 a report dated June 27, 2025, on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of the testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Village's internal control over financial reporting and compliance.

Wade a Perry Ruston, Louisiana

June 27, 2025

Village of Athens, Louisiana Statement of Net Position December 31, 2024

,	Primary Government		
	Governmental	Business-Type	
	<u> Activities</u>	Activities	Total
ASSETS			
Cash and cash investments	\$173,985	\$628,110	\$802,095
Receivables	22,945	12,004	34,949
Internal balances	(8,058)	8,058	0
Restricted cash	0	12,052	12,052
Capital assets (net)	207,131	1,188,444	1,395,575
TOTAL ASSETS	\$396,003	\$1,848,668	\$2,244,671
Deferred outflows of resources	0	0	0
LIABILITIES			
Accounts, salaries, and other payables	\$9,470	\$93,554	\$103,024
Customer deposits	0	12,052	12,052
TOTAL LIABILITIES	9,470	105,606	115,076
Deferred inflows of resources			
NET POSITION			
Net investment in capital assets	207,131	1,188,444	1,395,575
Restricted	0	12,052	12,052
Unrestricted	179,402	542,566	721,968
TOTAL NET POSITION	\$386,533	\$1,743,062	\$2,129,595

Village of Athens, Louisiana Statement of Activities Year Ended December 31, 2024

			Program Revenu	es	Net (E	xpenses) Revenue	s and
			Operating	Capital		of Primary Gover	
		Charges for	Grants and	Grants &	Governmental	Business-type	
	<u>Expenses</u>	Services	<u>Contributions</u>	Contributions	<u>Activities</u>	Activities	Total
Governmental Activities:							
General government	\$88,123				(\$88,123)		(\$88,123)
Public safety	56,511	\$36,959		\$4,923	(14,629)		(14,629)
Depreciation	23,073				(23,073)		(23,073)
Total governmental activities	167,707	36,959	0	4,923	(125,825)	0	(125,825)
Business-type activities							
Utilities	128,227	88,570	25,000	516,872		\$502,215	502,215
Total business-type activities	128,227	88,570	25,000	516,872	0	502,215	502.215
Total primary government	<u>\$295,934</u>	\$125,529	\$25,000	\$521,795	(\$125,825)	\$502,215	<u>\$376,390</u>
	General revenue	s:					
	Franchise fees	•			\$5,496		5,496
	Ad valorem ta	xes			14,600		14,600
	Sales taxes				39,784		39,784
	Licenses and	other taxes			25,768		25,768
	Use of money	and property			2,162	\$5,952	8,114
	Other general	revenues			9,930	. ,	9,930
	Transfers - ne	t			0	0	0
	Total gener	al revenues and	transfers		97,740	5,952	103,692
	Change in Net P				(28,085)	508,167	480,082
Net Position - beginning		414,618	1,234,895	1,649,513			
•	Prior period adju				0	0	0
	Net Position - er	nding			\$386.533	\$1,743.062	\$2,129,595

Village of Athens, Louisiana Balance Sheet, Governmental Funds December 31, 2024

	Total Governmental Funds
Assets	
Cash and cash investments	\$173,985
Receivable	22,945
Due from other funds	2,939
Prepaid insurance	0
Total Assets	\$199,869
Liabilities, Deferred inflows, and Fund Balances	
Liabilities:	
Accounts, salaries, and other payables	\$9,470
Due to other funds	10,997
Total liabilities	20,467
Deferred inflows - ticket fines	
Fund balances:	
Unassigned	179,402
Total fund balances	179,402
Total Liabilities, Deferred Inflows, and Fund Balances	\$199,869

Statement D

Village of Athens, Louisiana Reconciliation of The Governmental Funds Balance Sheet to The Government-Wide Financial Statement of Net Position December 31, 2024

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund balances, Total governmental funds (Statement C)

\$179,402

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds:

Governmental capital assets Less accumulated depreciation 438,724

(231,593)

207,131

Net Position of Governmental Activities (Statement A)

\$386,533

Village of Athens, Louisiana Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds For the Year Ended December 31, 2024

	Total
	Governmental
	Funds
REVENUES	05.404
Franchise fees	\$5,496
Ad valorem taxes	14,600
Sales tax	39,784
Insurance licenses	25,506
Beer tax	262
Traffic tickets	36,959 4,933
Grants	4,923
Other revenues	9,930 137,460
Total Revenues	137,400
EXPENDITURES	
General government	88,123
Public safety	56,511
Capital outlay	4,923
Total Expenditures	149,557
Excess (Deficiency) of Revenues over (under) Expenditures	(12,097)
OTHER FINANCING SOURCES (USES)	
Use of money and property	2,162
Sale of assets	0
Operating transfers in (out)	0
Total Other Financing Sources (Uses)	2,162
Net Change in Fund Balance	(9,935)
Fund Balance – beginning	189,337
Prior period adjustment	0
Fund Balance – ending	\$179,402
÷ in the second	

	Statement F
Village of Athens, Louisiana	
Reconciliation of The Statement of Revenues, Expenditures,	
and Changes in Fund Balances of Governmental Funds	
to the Statement of Activities	
For the Year Ended December 31, 2024	
Amounts reported for governmental activities in the Statement of Activities are different because:	
	(ቀስ ስኃናነ
Net Change in Fund Balances, Total governmental funds (Statement E)	(\$9,935)
Basis of assets disposed	0
Governmental funds report capital outlays as expenditures. However, in the statement	
of activities the costs of those assets is allocated over their estimated useful lives and	
reported as depreciation expense. This is the amount by which capital outlays (\$4,923)	
exceeded depreciation (\$23,073) in the current period.	(18,150)
Change in Net Position of Governmental Activities, Statement B	(\$28,085)
· · · · · · · · · · · · · · · · · · ·	<del></del>

Village of Athens, Louisiana Statement of Net Position, Proprietary Funds December 31, 2024

Bu	Business-Type Activities - Enterprise Funds	
	2024	2023
ASSETS		
Current assets:		
Cash and cash investments \$	628,110	\$135,373
Receivables	12,004	13,078
Due from other funds	10,997	10,997_
Total current assets	651,111	159,448
Restricted assets:		
Cash and cash investments (Customer Deposits)	12,052	11,892
Non-current assets:		
Capital assets (net of accumulated depreciation)	188,444	1,086,501
Total Non-current assets1,	188,444	1,086,501
TOTAL ASSETS\$1,	851,607	\$1,257,841
LIABILITIES		
Current Liabilities:		
	\$93,554	\$8,115
Due to other funds	2,939	2,939
Loans and interest payable	0	0
Total current liabilities	96,493	11,054
Current liabilities payable from restricted assets	12,052	11,892
Non-current liabilities:		
Loans payable	0	0
Total non-current liabilities	0	0
Total liabilities	108,545	22,946
NET POSITION		
Net investment in capital assets	188,444	1,086,501
Restricted for deposits	12,052	11,892
•	542,566	136,502
TOTAL NET POSITION \$1.3	743,062	\$1,234,895

Village of Athens, Louisiana Statement of Revenues, Expenses, and Changes in Net Position Proprietary Funds For the Year Ended December 31, 2024

	Business-Type Activities -	
	Enterprise Funds	
	2024	2023
Operating Revenues		
Charges for services:		
Water sales	\$88,570	\$97,190
Other services	0_	959
Total Operating Revenues	88,570	98,149
Operating Expenses		
Cost of sales and services	89,059	137,214
Administration	0	0
Grant expenses	0	0
Depreciation	<u>39,168</u>	37,349
Total Operating Expenses	128,227	174,563
Operating income (loss)	(39,657)	(76,414)
Nonoperating revenue (expenses)		
Interest earnings	5,952	1,380
Act 397 operating grant	25,000	0
Total Nonoperating Revenue (Expenses)	30,952	1,380_
Income before contributions and transfers	(8,705)	(75,034)
Capital contributions		
ACT 119 CEA grant	504,000	0
LGAP grant	12,872	7,205
CWEF grant	0	28,203
Transfers in (out)	0	0
Change in Net Position	508,167	(39,626)
Total Net Position - Beginning	1,234,895	1,274,521
Prior period adjustment	0	0
Total Net Position - Ending	\$1,743,062	\$1,234,895

TEN CAR A LI		Statement 1
Village of Athens, Louisiana		
Statement of Cash Flows, Proprietary Funds		
For the Year Ended December 31, 2024		
	2024	2023
Cash Flows from Operating Activities		
Receipts from customers and users	\$89,644	\$90,608
Other operating cash receipts	160	4,176
Payments to suppliers	(3,620)	(133,002)
Payments to employees	0	0
Payments to other funds	0	(2,939)
Net Cash Provided by Operating Activities	86,184	(41,157)
Cash Flows from Noncapital Financing Activities		
Prior period adjustment	0	0
Noncapital grants	25,000	0
Net Cash Provided (Used) by Noncapital Financing Activities	25,000	0_
Cash Flows from Capital and Related Financing Activities		
Purchases of capital assets	(141,111)	(55,766)
Capital contributions	516,872	35,408
Net Cash Provided (Used) by Capital and Related Financing Activities	375,761	(20,358)
Cash Flows from Investing Activities	5.050	1 200
Interest and dividends received	5,952	1,380
Net Cash Provided by Investing Activities	5,952_	1,380
Net Increase in Cash and equivalents	492,897	(60,135)
Cash and equivalents, Beginning of Year	147,265	207,400
Cash and equivalents, End of Year	\$640,162	\$147,265
Reconciliation of Operating Income to Net Cash Provided (used) by Operating Activities		
Operating income	(\$39,657)	(\$76,414)
Depreciation expense	39,168	37,349
(Increase) decrease in accounts receivable	1,074	(7,541)
Increase (decrease) in customer deposits	160	1,237
Increase (decrease) in accounts payable	85,439	4,212
Increase (decrease) in interfund - net	0	, 0
Net Cash Provided by Operating Activities	\$86,184	(\$41,157)
Reconciliation of total cash and cash investments:		
	<b>የ</b> ሬንያ ተነሳ	¢125 272
Current assets - cash and cash investments	\$628,110	\$135,373
Restricted assets - cash and cash investments	12,052	11,892
Total cash and cash investments	<u>\$640,162</u>	\$147,265

#### INTRODUCTION

The Village was incorporated in 1901 under the provisions of Louisiana Revised Statutes 33:52. The Village operates under a form of government consisting of an elected mayor and a Village council, which has three elected members. The Village, with three part-time employees, provides utility services and administrative services to its residents. The Village consists of approximately 320 citizens.

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

#### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the village have been prepared in conformity with U.S. generally accepted accounting principles 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.

In June, 1999, the GASB unanimously approved Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. Certain of the significant changes in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Village's overall financial position and results of operations.
- · Financial statements prepared using full accrual accounting for all of the Village's activities, including infrastructure (if any).
- · A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

### A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

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) charge 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.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

#### B. 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, as are the proprietary fund and the fiduciary fund financial statements. 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.

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.

Franchise taxes, licenses, 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. Only the portion of special assessment receivables due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Village reports the following major governmental funds:

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

The Village reports the following major proprietary funds:

The Water fund is to account for the provision of water and sewer services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund, but not limited to, administration, operations, maintenance, financing, and related debt service and billing.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the governments enterprise operations. Elimination of those charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Principal operating revenues of the proprietary funds include water and sewer services to the residents of the Village. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, supplies, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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

### C. Deposits and Investments

The Village's cash and cash equivalents are considered to be demand deposits, interest-bearing demand deposits, and investments with original maturities of three months or less from the date of acquisition. State law and the Village's investment policy allow the Village to invest in collateralized certificates of deposits, government back securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities. Investments for the Village are reported at fair value.

#### D. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade receivables are shown net of an allowance for uncollectives. The Village calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis.

Property taxes are levied on a calendar year basis and become due on January I of each year on all property subject to taxation in the municipality by the parish assessor and approved by the Village through a yearly resolution. The Village has approved an 8.77 mill tax to be dedicated and used for general operations of the Village. Property taxes are collected through the local sheriff's office and remitted, net of collection fees, to the Village.

The following are the principal taxpayers and related property tax revenue for the Village:

			% of Total
		Assessed	Assessed
Taxpayer	Type of business	Valuation	Valuation
Key Largo apartments	apartments	157,952	10.72%
Gibsland bank & trust	financial institution	91,220	6.19%
Total		249,172	16.91%

Sales Taxes. Sales taxes are collected by Claiborne parish sales and use tax commission and remitted to the Village. Amounts remitted during the current period and amounts collected by the governmental agency during the current period and remitted within 60 days to the Village are recognized as revenue.

### E. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### F. Restricted Assets

Restricted assets include cash and cash investments in the Proprietary funds which are restricted to their use. These restrictions are principally related to requirements of bond issues and utility meter deposits. It is the Village's policy to use restricted assets before unrestricted assets for their intended purposes.

#### G. Capital assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns 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 Village maintains a threshold level of \$500 or more for capitalizing capital assets.

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:

	Estimated
<u>Description</u>	Lives
Water and sewer system and lines	20-40 years
Buildings and improvements	40 years
Vehicles	3-5 years
Equipment	3-10 years

#### H. Long-Term Obligations

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

### I. Fund Equity

In the government wide statements, net position is 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 and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

Proprietary fund equity is classified in the same manner as in the government-wide statements. In the fund financial statements, governmental fund equity is classified as fund balance.

The Village adopted GASB 54 in the year ended December 31, 2011. As such, fund balances of the governmental funds are classified as follow:

*Nonspendable* - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors contributors, or laws or regulations of other governments.

Committed - amounts constrained to specific purpose by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level of action to remove or change the constraint.

Assigned - amounts the government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Unassigned - all other spendable amounts.

As of December 31, 2024, fund balances are composed of the following:

	General
	<u>Fund</u>
Nonspendable	\$0
Assigned	0
Unassigned	<u> 179,402</u>
Total fund balances	<u>\$179,402</u>

### J. Comparative Data/Reclassifications

Comparative total data for the prior year have been presented only for enterprise funds in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

#### K. Estimates

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

### L. RISK MANAGEMENT

The village is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the village maintains commercial insurance policies covering its vehicles, professional liability and surety bond coverage. No claims were paid on any of the policies which exceeded to policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2024.

### M. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position 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.

#### 2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

BUDGET INFORMATION The Village uses the following budget practices:

The Village adopted a budget for the year ended December 31, 2024 for the General fund. The Village follows the following procedures in establishing the budgetary data reflected in the financial statements. During the December meeting, the Village clerk submits to the board of aldermen a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and expenses and the means of financing them. During the December meeting, the budget is legally enacted through passage of an ordinance. The public is invited to attend all meetings. The Village clerk is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures or expenses of any fund must be approved by the board of aldermen. Appropriations lapse at the end of the year.

The Village's daily management and Village council will monitor the budget and actual figures on a monthly basis for needed amendments.

### 3. CASH AND CASH EQUIVALENTS

At December 31, 2024, the Village has cash and cash equivalents (book balances) totaling \$814,147 as follows:

Cash on hand	\$100
Interest-bearing demand deposits	761,282
Time deposits	<u>52,765</u>
Total	_\$814,147_

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the town that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Town's name.

These deposits are secured as follows:

Bank balances	\$836,498
Federal deposit insurance	\$314,948
Pledged securities (uncollateralized)	<u>245,321</u>
Total	<u>\$560,269</u>

### 4. RECEIVABLES

The receivables of \$34,949 at December 31, 2024, are as follows:

	General	Water	
Class of Receivable	<u>Fund</u>	<u>Fund</u>	Total
Franchise taxes	\$867		\$867
Taxes-sales, ad valorem	22,006		22,006
State funds - beer	72		72
Accounts		\$12,004	12,004
Total	\$22,945	\$12,004	\$34,949

The Village's policy for bad debt accounting and write-offs is to send a letter to the occupant and owner after the due date. After 60 days, the utility line is sealed close. Reconnect fees must be paid to have service resumed. For deceased accounts, the clerk requests permission from the board to adjust the accounts to close.

## 5. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

The composition of interfund balances as of December 31, 2024 is as follows:

Fund	Due from	Due to
General fund	\$2,939	\$10,997
Utility fund	10,997	2,939
Total	\$13,936	\$13,936

### 6. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2024, for the primary government is as follows:

Governmental activities:	-	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated:					
Land		\$0			\$0
Total capital assets not being deprec	ciated	0	0	0	0
Capital assets being depreciated:					
Buildings		260,996	\$4,923		265,919
Improvements		153,806			153,806
Machinery and equipment	_	18,999			18,999
Total capital assets being depreciate	d	433,801	4,923	0	438,724
Less accumulated depreciation	_	208,520	23,073		231,593
Total capital assets being depreciated, no	et _	\$225,281	(\$18,150)	<u>\$0</u>	\$207,131
Business-type activities:	Beginning Balance	Adjust	Increases	<u>Decreases</u>	Ending Balance
Capital assets, not being depreciated:	41.000				<b>#1.45</b> 0
Land Construction in progress	\$1,250 434,959		\$124,889		\$1,250 559,848
Total capital assets not being depreciated	436,209		124,889	0	561,098
Capital assets being depreciated:					
Otility system	669,513				669,513
Improvements other than buildings Machinery and equipment	555,401 165,739		16,222		555,401 181,961
Total capital assets being depreciated	1,390,653		16,222		1,406,875

	Beginning Balance	Adjust	Increases	Decreases	Ending Balance
Less accumulated depreciation	740,361		39,168		779,529
Total capital assets being depreciated, net	\$1,086,501	<u>\$0</u>	\$101.943	<u>\$0</u>	\$1.188,444

Depreciation expense of \$23,073 for the year ended December 31, 2024, was charged to the general government function for \$12,959 and public safety for \$10,114.

## 7. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$103,024 at December 31, 2024, are as follows:

	General	Water	
	Fund	Fund	Total
Accounts	\$9,470	<u>\$93,554</u>	\$103,024

### 8. CONTINGENT LIABILITIES

At December 31, 2024, the Village is not involved in any pending or threatened litigation, claims or assessments.

### 9. DATE OF MANAGEMENT REVIEW

Subsequent events have been evaluated through June 27, 2025, the date which the financial statements were available to be issued.

OTHER SUPPLEMENTAL SCHEDULES

## Schedule 1

Village of Athens Schedule of Compensation, Benefits and Other Payments to Agency Head For the Year Ended December 31, 2024

Agency Head Name:	Ann Brown, Mayor
Salary Benefits - medicare Benefits - social security	\$14,400 209 893

Village of Athens Schedule of Compensation Paid Board Members For the Year Ended December 31, 2024

The following serve on the Board of Village of Athens:

Ann Brown, Mayor	\$14,400
James Austin	1,000
James Holloway	800
Eric Caldwell	2,400
Brenda English	2,400
Total	<u>\$21,000</u>

## Village of Athens

## Justice System Funding Schedule - Collecting/Disbursing Schedule Cash Basis Presentation As Required by La. R.S. 24:515.2

	Amount for 01/01/2024 - 06/30/2024	Amount for 07/01/2024 - 12/31/2024
1. Beginning Cash Balance		
2. Collections		
a. Civil Fees		
b. Bond Fees	-	.:
c. Cash Bonds		
d. Asset Forfeiture/Sale	<u>-</u>	-
e. Pre-Trial Diversion Program Fees		-
f. Criminal Court Costs/Fees	15,900	18,910
g. Criminal Fines – Contempt	<del>.</del>	
h. Criminal Fines – Other/Non-Contempt		-
i. Restitution	· <u>-</u>	
j. Probation/Parole/Supervision Fees		-
k. Service Fees	<del>-</del>	<b>-</b>
l. Collection Fees	<u>-</u>	
m. Interest Earnings on Collected Balances		-
n. Other		
Total Collected	15,900	
3. Deductions: Collections Retained by the Village of Athens		
I. Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection		
II. Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	- CAMON "Espera "-KAMOTTA - "Espera
III. Other Amounts "Self-Disbursed" [Enter amounts on appropriate collection type lines]		
a. Civil Fees		
b. Bond Fees	-	
c. Cash Bonds	<del>-</del>	<del>-</del>
d. Asset Forfeiture/Sale		
e. Pre-Trial Diversion Program Fees	····	<u>-</u>
f. Criminal Court Costs/Fees	14,134	16,726
g. Criminal Fines – Contempt	-	
h. Criminal Fines - Other/Non-Contempt		
i. Restitution		<del>-</del>
j. Probation/Parole/Supervision Fees		
k. Service Fees		·
I. Collection Fees [excluding amounts reported in bullets I and II above]		
m. Interest Earnings on Collected Balances	-	
n. Other		
Total Collections Retained by the Village of Athens	14,134	16,726
	w.5745* - 744-252, 338 	
I. Deductions: Amounts Disbursed to Individuals and Entitles, Excluding Governments and Nonprofits	<u> </u>	
a. Collection/Processing Fees Paid to Third Party Entities	-	·
b. Civil Fee Refunds		
c. Bond Refunds		
d. Restitution Disbursements to Individuals and Entitles, Excluding Governments or a Nonprofit		<del>-</del>
e. Other Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit		
otal Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits	Yang Yang Pagatay Yan	
i. Deductions: Total Disbursements to Other Governments & Nonprofits	1,766	<b>2,18</b> 5
Total Amounts Dishurad/Detained	nace of victors	
i. Total Amounts Disbursed/Retained	15,900	18,910
L Fading Cook Balance		
. Ending Cash Balance		
	radrere i dalab	ichadda Jaw
Ending Balance of "Partial Payments" Collected but not Disbursed		
	: 40 = 0 = 1 = 0 = 0 = 0 = 0 = 0 = 0 = 0 =	

I. Ending Balance of Amounts Assessed but Not Yet Collected	-	-
[i.e. total ending receivable balances]  II. Total Waivers During the Fiscal Period	- <del></del> -	
[i.e. non-cash reduction of receivable balances, such as time served or community service]		

## Village of Athens

## Justice System Funding Schedule - Disbursements to Other Governments & Nonprofits Form

Cash Basis Presentation

As Required by La. R.S. 24:515.2

	Disbursement Description			Amount for	Amount for	
Agency Receiving Money	[Fund, Program, etc.] (Optional)	Legal Authority to		01/01/2024 -	07/01/2024 - 12/31/2024	
		Disburse Money	Disbursement Type	06/30/2024		
LA Commission on Law Enforcement and						
Administration of Criminal Justice		R.S. 46:1816(E)	f. Criminal Court Costs/Fees	92	.	114
	§2633. Traumatic Head and Spinal Cord					
Louisiana Department of Health	Injury Trust Fund	R.S. 46:2633	f. Criminal Court Costs/Fees	225	;	275
	§86. Judicial College; education account;					
Supreme Court	sources of funds	R.S. 13:86	f. Criminal Court Costs/Fees	69	<b>,</b>	86
Criminalistics Laboratory North Louisiana		R.S. 40:2266.1.1	f. Criminal Court Costs/Fees	1,380		1,710

REQUIRED SUPPLEMENTAL INFORMATION

Village of Athens, Louisiana Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund For the Year Ended December 31, 2024

	Budgeted Amounts		Actual Amounts	Favorable (Unfavorable)	
	_Original_	Final	GAAP Basis	Variance	
REVENUES					
Ad Valorem	\$12,500	\$12,500	\$14,600	\$2,100	
Sales tax	38,600	38,600	39,784	1,184	
Licenses and permits	17,560	17,560	25,506	7,946	
Franchise taxes	5,900	5,900	5,496	(404)	
Traffic tickets	56,112	56,112	36,959	(19,153)	
Other taxes	300	300	262	(38)	
Local grants	2,500	2,500	4,923	2,423	
Other revenues	500	500	9,930	9,430	
Use of money and property	1,640	1,640_	2,162	522_	
Total Revenues	135,612	135,612	139,622	4,010	
EXPENDITURES					
General government	61,968	61,968	88,123	(26,155)	
Public safety	56,454	56,454	56,511	(57)	
Capital outlay	0	0	4,923	(4,923)	
Total Expenditures	118,422	118,422	149,557	(31,135)	
Excess (Deficiency) of Revenues					
over (under) Expenditures	17,190	17,190	(9,935)	(27,125)	
OTHER FINANCING SOURCES (USES)					
Grant income	0	0	0	0	
Operating transfers - net	0	0_	0	0	
Total Other Financing Sources (Uses)	0	0	0	0	
Net Change in Fund Balance	17,190	17,190	(9,935)	(27,125)	
Fund Balance (Deficit) at Beginning of Year	160,902	160,902	189,337	28,435	
Prior Period Adjustment	0	0		0_	
Fund Balance (Deficit) at End of Year	\$178,092	\$178,092	<u>\$179,402</u>	\$1,310	

## Notes to the Schedule

<sup>(1)</sup> method of budgetary accounting - GAAP, modified accrual basis

<sup>(2)</sup> explanation of material variances - underbudgeted general government expenses and capital outlay



A Professional Accounting Corporation Members: AICPA/ Society of LCPA's

Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* 

Independent Auditor's Report

Board of Aldermen Village of Athens Arcadia, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Village of Athens ("Village") as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements, and have issued our report thereon dated June 27, 2025.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Village'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 Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses of significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be material weaknesses. 2024-01

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. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be significant deficiencies. 2024-02

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Village's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2024-03.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ruston, Louisiana

Wade & Perry

June 27, 2025

## Village of Athens Schedule of Findings and Questioned Costs For the Year Ended December 31, 2024

### A. Summary of Audit Results

- 1. The auditor's report expresses an unmodified opinion on the general purpose financial statements of the Village.
- 2. One instance of noncompliance material to the financial statements of the Village was disclosed during the audit.
- 3. Two significant deficiencies relating to the audit of the financial statements is reported in the Independent Auditor's Report on Internal Control.

## **B.** Financial Statements Findings

## 2024-01. General accounting is inadequate

Condition: Village of Athensdoes not have a person on staff who has the qualifications and training to apply generally accepted accounting principles in recording financial transactions or preparing the financial statements.

Criteria: A reporting entity should be able to prepare the financial statements in accordance with GAAP without any outside assistance.

Cause: There was no written job description available to ensure hiring of staff that have appropriate training in applying generally accepted accounting principles.

Effect: The Village needed assistance in preparing the annual financial statements.

Recommendation: The Village should consider the cost/benefit of hiring additional personnel with sufficient knowledge and training.

### 2024-02. Lack of segregation of duties

Condition: Village of Athens does not have adequate segregation of duties within the administrative office.

Criteria: A system of internal control procedures requires a segregation of duties so that no individual handles a transaction from start to finish.

Cause: There is a small number of personnel employed by the village.

Effect: Lack of oversight that could lead to improperly recorded transactions.

Recommendation: The Village should monitor the assignment of duties to insure as much segregation of duties as possible.

## 2024-03. Budget violation

Condition: For the year ended December 31, 2024, the General fund actual expenditures exceeded budgeted expenditures by more than 5%.

Criteria: According to LRS 39:1310, failing to amend the budget when necessary is a violation of the local government budget act.

Cause: The budget was not amended for additional expenditures.

Effect: Noncompliance with local budget law

Recommendation: The Village should monitor budget and actual figures and amend as necessary before the year ends.

# Village of Athens Summary of Prior Year Findings For the Year Ended December 31, 2024

# A. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

2023-01. Budget violation

Conclusion: Unresolved - See 2024-01

# Village of Athens Athens, LA 71003

# CORRECTIVE ACTION PLAN For the Year Ended December 31, 2024

The Village of Athens hereby submits the following corrective action plan as referenced in the Findings and Questioned Costs:

- 2024-01. While management understands the nature of the finding and the necessity of personnel with qualifications that are higher than our current job descriptions, the benefits of hiring personnel with increased qualifications do not outweigh the costs.
- 2024-02. The Village does not consider the cost of hiring additional personnel as exceeding any benefit. Duties will be segregated as much as possible, with oversight from the mayor.
- 2024-03. The Village agrees with the recommendations and intends to implement them immediately.

# Wade & Perry, CPAs

A Professional Accounting Corporation Members: AICPA/ Society of LCPA's

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2024

To the Governing Board of Village of Athens (Entity) 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 January 1, 2024 through December 31, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The Entity 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 January 1, 2024 through December 31, 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:<sup>1</sup>
  - 1. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - 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.

<sup>&</sup>lt;sup>1</sup> For governmental organizations, the practitioner may eliminate those categories and subcategories not applicable to the organization's operations. For quasi-public organizations, including nonprofits, the practitioner may eliminate those categories and subcategories not applicable to public funds administered by the quasi-public.

- 3. **Disbursements**, including processing, reviewing, and approving.
- 4. 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).
- 5. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- 6. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- 7. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 8. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- 9. **Ethics**<sup>2</sup>, 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.
- 10. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 11. 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

<sup>&</sup>lt;sup>2</sup> The Louisiana Code of Governmental Ethics (Ethics Code) is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If the Ethics Code is applicable to a nonprofit, the nonprofit should have written policies and procedures relating to ethics.

- (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- 12. **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.

There were no written policies and procedures for the functions listed above except for the following instances. The Village does have a sexual harassment policy.

#### 2. Board or Finance Committee<sup>3</sup>

- 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
  - 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.
     No exceptions
  - 2. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds<sup>4</sup>, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds<sup>5</sup> if those public funds comprised more than 10% of the entity's collections during the fiscal period.

<sup>&</sup>lt;sup>3</sup> These procedures are not applicable to entities managed by a single elected official, such as a sheriff or assessor.

<sup>&</sup>lt;sup>4</sup>Proprietary fund types are defined under GASB standards and include enterprise and internal service funds. The related procedure addresses these funds as a way to verify that boards are provided with financial information necessary to make informed decisions about entity operations, including proprietary operations that are not required to be budgeted under the Local Government Budget Act. <sup>5</sup> R.S. 24:513 (A)(1)(b)(iv) defines public funds.

3. 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.

No exceptions

4. 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.<sup>6</sup>

No exceptions

#### 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<sup>7</sup> (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:
  - 1) 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);

No exceptions

2) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

No evidence of review of each bank reconciliation.

<sup>&</sup>lt;sup>6</sup> No exception is necessary if management's opinion is that the cost of taking corrective action for findings related to improper segregation of duties or inadequate design of controls over the preparation of the financial statements being audited exceeds the benefits of correcting those findings. <sup>7</sup> Accounts selected may exclude savings and investment accounts that are not part of the entity's daily business operations.

3) 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.

No exception

# 4. Collections (excluding electronic funds transfers)8

A. Obtain a listing of deposit sites<sup>9</sup> 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).

No exceptions

- B. For each deposit site selected, obtain a listing of collection locations<sup>10</sup> and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
  - 1) Employees responsible for cash collections do not share cash drawers/registers;

No exception

2) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., prenumbered receipts) to the deposit;

No exceptions

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

<sup>&</sup>lt;sup>8</sup> The Collections category is not required to be performed if the entity has a third-party contractor performing all collection functions (e.g., receiving collections, preparing deposits, and making deposits).

<sup>&</sup>lt;sup>9</sup> A deposit site is a physical location where a deposit is prepared and reconciled.

<sup>&</sup>lt;sup>10</sup> A collection location is a physical location where cash is collected. An entity may have one or more collection locations whose collections are brought to a deposit site for deposit. For example, in a school district a collection location may be a classroom and a deposit site may be the school office. For school boards only, the practitioner should consider the deposit site and collection location to be the same if there is a central person (secretary or bookkeeper) through which collections are deposited.

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

No exceptions

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

No exceptions

- 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). Alternatively, 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
  - 1) Observe that receipts are sequentially pre-numbered.<sup>11</sup> Sequentially pre-numbered receipts are not used.
  - Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

No exceptions

- Trace the deposit slip total to the actual deposit per the bank statement.
   No exceptions
- 4) Observe that the deposit was made within one business day of receipt<sup>12</sup> 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).

No evidence supporting deposits were made within one business day.

5) Trace the actual deposit per the bank statement to the general ledger.
No exceptions

<sup>&</sup>lt;sup>11</sup> The practitioner is not required to test for completeness of revenues relative to classroom collections by teachers.

<sup>&</sup>lt;sup>12</sup> As required by Louisiana Revised Statute 39:1212.

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

A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

No exceptions

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
     No exceptions.
  - 2) At least two employees are involved in processing and approving payments to vendors;

No exceptions.

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;

No exceptions

4) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

No exceptions

5) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT)<sup>13</sup>, wire transfer, or some other electronic means.

No exceptions

[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.]

<sup>&</sup>lt;sup>13</sup> Electronic disbursements do not include transfers from one bank account to another within the agency (i.e. operating account to payroll account).

- C. For each location selected under procedure #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
  - 1) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

No exceptions

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

No exceptions.

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.

No exceptions

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

A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards<sup>14</sup>. Obtain management's representation that the listing is complete.

No exceptions

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

<sup>&</sup>lt;sup>14</sup> Including cards used by school staff for either school operations or school activity fund operations.

Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., itemized 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

No exceptions

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

No exceptions

- C. Using the monthly statements or combined statements selected under procedure #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 inspection)<sup>15</sup>. For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.
  - (1) Zero of 20 receipts were provided
  - (2) Zero of 20 disbursements showed business/public purpose
  - (3) 5 of 10 meal disbursements showed documentation of individuals participating in meals

# 7. Travel and Travel-Related Expense Reimbursements<sup>16</sup> (excluding card transactions)

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

<sup>16</sup> Non-travel reimbursements are not required to be inspected under this category.

<sup>&</sup>lt;sup>15</sup> For example, if 3 of the 5 cards selected were fuel cards, transactions would only be selected for each of the 2 credit cards. Conceivably, if all 5 cards randomly selected under procedure #6B were fuel cards, procedure #6C would not be applicable.

expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

No exceptions

1) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana (doa.la.gov/doa/ost/ppm-49-travel-guide/) or the U.S. General Services Administration (www.gsa.gov);

No exceptions

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

No exceptions

Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

No exceptions

4) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
No exceptions

#### 8. Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, 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
  - Observe whether the contract was bid in accordance with the Louisiana Public Bid Law<sup>17</sup> (e.g., solicited quotes or bids, advertised), if required by law;

<sup>&</sup>lt;sup>17</sup> If the entity has adopted the state Procurement Code, replace "Louisiana Public Bid Law" (R.S. 38:2211 *et seq*) with "Louisiana Procurement Code."

 Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

No exceptions

If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

No exceptions

4) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions

## 9. Payroll and Personnel

A. Obtain a listing of employees and officials<sup>18</sup> 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.

No exceptions

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - 1) Observe that all selected employees or officials<sup>19</sup> documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - 3) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - 4) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

No attendance and leave records kept by the entity. Rates paid to the employees did agree to authorized pay rates.

<sup>18 &</sup>quot;Officials" would include those elected, as well as board members who are appointed.

<sup>&</sup>lt;sup>19</sup> Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
  - No exceptions
- 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) have been paid, and any associated forms have been filed, by required deadlines.

No exceptions

#### 10. Ethics<sup>20</sup>

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - 1) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
    - 4 of 5 employees completed one hour of ethics training.
  - 2) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

No exceptions

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

No ethics designee was appointed.

<sup>&</sup>lt;sup>20</sup> The Louisiana Code of Governmental Ethics (Ethics Code) is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If the Ethics Code is applicable to a nonprofit, the procedures should be performed.

#### 11. Debt Service<sup>21</sup>

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

No exceptions

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).

No exceptions

#### 12. Fraud Notice<sup>22</sup>

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.

No exceptions

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

<sup>&</sup>lt;sup>21</sup> This AUP category is generally not applicable to nonprofit entities. However, if applicable, the procedures should be performed.

<sup>&</sup>lt;sup>22</sup> Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs. The notice is available for download at <a href="https://www.lla.la.gov/hotline">www.lla.la.gov/hotline</a>

### 13. Information Technology Disaster Recovery/Business Continuity

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

A. 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.

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

C. 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.

We performed the procedure and discussed the results with management.

D. 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.

We performed the procedure and discussed the results with management.

E. 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<sup>23</sup>. The requirements are as follows:

<sup>&</sup>lt;sup>23</sup> While It appears to be a good practice for charter schools to ensure its employees are trained to keep their information technology assets safe from cyberattack, charter schools do not appear required to comply with 42:1267. An individual charter school, though, through specific provisions of its charter, may mandate that all employees/officials receive cybersecurity training.

- 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 procedure and discussed the results with management.

## 14. Prevention of Sexual Harassment<sup>24</sup>

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

No exceptions

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).

No exceptions

- 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:
  - 1) Number and percentage of public servants in the agency who have completed the training requirements;

3;60%

2) Number of sexual harassment complaints received by the agency;

0

 Number of complaints which resulted in a finding that sexual harassment occurred;

0

4) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

<sup>&</sup>lt;sup>24</sup> While it appears to be a good practice for charter schools to ensure it has policies and training for sexual harassment, charter schools do not appear required to comply with the Prevention of Sexual Harassment Law (R.S. 42:341 et seq). An individual charter school, through the specific provisions of its charter, may mandate sexual harassment training.

0

5) Amount of time it took to resolve each complaint.

0

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

We are required to be independent of Village of Athens 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.

Wode & Perry Ruston, LA

June 27, 2025

# Village of Athens PO Box 69 Athens, LA 71003

June 27, 2025

Wade & Perry, CPAs Ruston, LA

The following is Management's Response to the 2024 AUP report submitted for the Village of Athens.

The Village has previously reported under a review but due to a grant and increased revenues, the Village had to have an audit and agreed-upon procedures done.

#### Written policies and procedures

A. The District will research policies and procedures for all categories not addressed.

#### Bank reconciliations

A. 2) Management will work toward documenting reviewal of reconciliations.

#### Collections

D. 4) Management will work toward making and documenting timely deposits.

#### Credit cards

C. Management will work toward maintaining all credit card receipts, documenting business/public purpose, and documenting individuals participating in meals

#### **Payroll**

B. Management will work toward documenting attendance and leave records.

#### **Ethics**

- A. 1) Management will ensure all employees complete one hour of ethics training annually.
- B. Management will appoint an ethics designee.

#### Sexual Harassment

C. Management will ensure all employees complete one hour of sexual harassment training annually.