

VILLAGE OF ANACOCO, LOUISIANA
ANNUAL FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2020

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Windham & Reed, L.L.C.

Certified Public Accountants

1620 North Pine Street
DeRidder, LA 70634
Tel: (337) 462-3211
Fax: (337) 462-0640

John A. Windham, CPA
Charles M. Reed, Jr., CPA

INDEPENDENT AUDITOR'S REPORT

The Honorable Keith Lewing, Mayor
and the Members of the Board of Aldermen
Village of Anacoco, Louisiana

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Anacoco, Louisiana as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Village of Anacoco, Louisiana's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matters described in the basis for disclaimer of opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Basis for Disclaimer of Opinion

During our examination we discovered material misappropriation of assets. An employee responsible for payroll took multiple payroll checks in excess of the employee's established salary. This has overstated salary expense along with payroll tax expense of the Village. The employee also made numerous personal charges to the Village's credit card that has materially overstated the Village's expenses/expenditures. Also, it appears that cash payments taken at the Village's office for local donations, rent, and traffic fines were misappropriated resulting in an understatement of Village revenues. During our examination we have labeled these items as fraud expenditures in the Village's financial statements. As of the date of our audit

report an investigation into these allegations has been completed and the employee responsible for the misappropriation has been charged. The employee has also made restitution in the subsequent year. Due to the uncertainty of revenues and expenses/expenditures that existed as of June 30, 2020, we are disclaiming an opinion on the Village of Anacoco, Louisiana's financial statements.

Disclaimer of Opinion

We do not express an opinion on the accompanying financial statements of the Village of Anacoco, Louisiana as of June 30, 2020. Because of the significance of the matter described in the basis for disclaimer of opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on these financial statements.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, and budgetary comparison information on page 24 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 the 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 inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Anacoco, Louisiana's basic financial statements. The schedule of per diem paid to board members, and schedule of compensation, benefits and other payments to agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of per diem paid to board members and schedule of compensation, benefits and other payments to agency head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of per diem paid to board members, and schedule of compensation, benefits and other payments to agency head are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 11, 2020, on our consideration of the Village of Anacoco, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and

The Honorable Keith Lewing, Mayor
and the Members of the Board of Aldermen
Village of Anacoco, Louisiana
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not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Anacoco, Louisiana's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "John A. Windham, CPA". The signature is written in a cursive, flowing style.

DeRidder, Louisiana
December 11, 2020

BASIC FINANCIAL STATEMENTS

Statement of Net Position
June 30, 2020

	Primary Government		Total
	Governmental Activities	Business-type Activities	
ASSETS			
Cash and cash equivalents	\$ 86,146	\$ 520,557	\$ 606,703
Receivables:			
Franchise taxes	4,166	-	4,166
Hotel/motel tax	2,765	-	2,765
Court fees	7,159	-	7,159
Occupational license	4,846	-	4,846
Accounts	-	31,625	31,625
Capital assets not being depreciated	238,794	-	238,794
Capital assets being depreciated - net	422,897	152,965	575,862
Total assets	\$ 766,773	\$ 705,147	\$ 1,471,920
LIABILITIES			
Accounts payable	\$ 3,172	\$ 10,502	\$ 13,674
Payroll taxes payable	2,499	-	2,499
Long term liabilities:			
Due in more than one year	-	28,375	28,375
Total liabilities	\$ 5,671	\$ 38,877	\$ 44,548
NET POSITION			
Net investment in capital assets	\$ 661,691	\$ 152,965	\$ 814,656
Unrestricted	99,411	513,305	612,716
Total net position	\$ 761,102	\$ 666,270	\$ 1,427,372
Total liabilities and net position	\$ 766,773	\$ 705,147	\$ 1,471,920

The accompanying notes are an integral part of this statement.

Village of Anacoco, Louisiana

Statement B

Statement of Activities
For the Year Ended June 30, 2020

Program Activities	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position		Total
		Fees, Fines and Charges for Services	Capital Grants and Contributions	Operating Grants and Contributions	Governmental Activities	Business-type Activities	
Governmental activities:							
General government and administration	\$ 171,557	\$ 78	\$ 13,212	\$ -	\$ (158,267)	\$ -	\$ (158,267)
Public safety	72,005	57,824	-	-	(14,181)	-	(14,181)
Public works	18,564	6,500	-	-	(12,064)	-	(12,064)
Recreation	14,208	-	-	-	(14,208)	-	(14,208)
Total governmental activities	<u>\$ 276,334</u>	<u>\$ 64,402</u>	<u>\$ 13,212</u>	<u>\$ -</u>	<u>\$ (198,720)</u>	<u>\$ -</u>	<u>\$ (198,720)</u>
Business-type activities:							
Water and sewer	<u>\$ 167,830</u>	<u>\$ 233,508</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,678</u>	<u>\$ 85,678</u>
Total government	<u>\$ 444,164</u>	<u>\$ 297,910</u>	<u>\$ 33,212</u>	<u>\$ -</u>	<u>\$ (198,720)</u>	<u>\$ 85,678</u>	<u>\$ (113,042)</u>
General revenues:							
Taxes:							
Hotel/motel					\$ 23,175	\$ -	\$ 23,175
Franchise tax					31,375	-	31,375
Occupational licenses and permits					45,411	-	45,411
Investment earnings					42	266	308
Rental income					4,260	-	4,260
Transfers in/out					105,000	(105,000)	-
Miscellaneous income					-	25	25
Sale of Veterans Park bricks					5,550	-	5,550
Total general revenues and transfers					<u>\$ 214,813</u>	<u>\$ (104,709)</u>	<u>\$ 110,104</u>
Change in net position					<u>\$ 16,093</u>	<u>\$ (19,031)</u>	<u>\$ (2,938)</u>
Net position at beginning of year					<u>745,009</u>	<u>685,301</u>	<u>1,430,310</u>
Net position at end of year					<u>\$ 761,102</u>	<u>\$ 666,270</u>	<u>\$ 1,427,372</u>

The accompanying notes are an integral part of this statement.

Balance Sheet
 Governmental Funds
 For the Year Ended June 30, 2020

ASSETS	<u>General Fund</u>
Cash	\$ 86,146
Receivables:	
Franchise taxes	4,166
Hotel/motel tax	2,765
Court fees	7,159
Occupational license	<u>4,846</u>
Total assets	<u><u>\$ 105,082</u></u>
 LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 3,172
Payroll taxes payable	<u>2,499</u>
Total liabilities	<u>\$ 5,671</u>
Fund Balances:	
Unassigned	<u>\$ 99,411</u>
Total liabilities and fund balances	<u><u>\$ 105,082</u></u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet
to Statement of Net Position
For the Year Ended June 30, 2020

Total fund balance - total governmental funds	\$	99,411
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheets.		<u>661,691</u>
Net position of governmental activities	\$	<u><u>761,102</u></u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 For the Year Ended June 30, 2020

	<u>General Fund</u>
Revenues	
Taxes:	
Franchise	\$ 31,375
Hotel/motel	23,175
Local donations	13,212
Occupational licenses and permits	45,411
Charges for services	6,578
Investment income	42
Fines and forfeitures	57,824
Rentals	4,260
Total revenues	<u>\$ 181,877</u>
Expenditures	
General government	\$ 117,454
Public safety	70,063
Recreation	9,627
Capital outlay	22,090
Fraudulent expenditures	41,198
Total expenditures	<u>\$ 260,432</u>
Excess (deficiency) of revenues over expenditures	\$ (78,555)
Other financing sources:	
Transfer in	\$ 105,000
Sale of Veterans Park bricks	5,550
Total other financing sources	<u>\$ 110,550</u>
Net change in fund balance	\$ 31,995
Fund balances at beginning of year	<u>67,416</u>
Fund balances at end of year	<u><u>\$ 99,411</u></u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of Governmental Funds to the
Statement of Activities
For the Year Ended June 30, 2020

Net change in fund balances - total governmental funds	\$ 31,995
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.	22,090
Depreciation expense on capital assets is reported in the government- wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.	<u>(37,992)</u>
Change in net position of governmental activities	<u><u>\$ 16,093</u></u>

The accompanying notes are an integral part of this statement.

Statement of Net Position
Proprietary Fund
June 30, 2020

	<u>Business-type Activities - Enterprise Fund</u>
	<u>Water and Sewer</u>
ASSETS	
Current Assets	
Cash	\$ 520,557
Receivables:	
Accounts	31,625
Total current assets	<u>\$ 552,182</u>
Non-current Assets	
Capital assets being depreciated - net	<u>\$ 152,965</u>
Total assets	<u><u>\$ 705,147</u></u>
LIABILITIES	
Current Liabilities	
Accounts payable	<u>\$ 10,502</u>
Noncurrent Liabilities	
Customer deposits	<u>\$ 28,375</u>
NET POSITION	
Net investment in capital assets	\$ 152,965
Unrestricted	<u>513,305</u>
Total net position	<u>\$ 666,270</u>
Total liabilities and net position	<u><u>\$ 705,147</u></u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenses and Changes in Net Position
 Proprietary Fund
 For the Year Ended June 30, 2020

	Business-type Activities - Enterprise Fund
	<u>Water and Sewer</u>
Operating revenues	
Charges for services	<u>\$ 233,508</u>
Operating expenses	
Personal services	\$ 17,090
Supplies	751
Contractual services	130,357
Depreciation	19,632
Total operating expenses	<u>\$ 167,830</u>
Income (loss) from operations	<u>\$ 65,678</u>
Non-operating revenues (expenses)	
Investment income	\$ 266
Miscellaneous income	25
Total non-operating revenues (expenses)	<u>\$ 291</u>
Income (loss) before transfers	\$ 65,969
Transfers out	(105,000)
Capital contributions	<u>20,000</u>
Change in net position	\$ (19,031)
Net position at beginning of year	<u>685,301</u>
Net position at end of year	<u><u>\$ 666,270</u></u>

The accompanying notes are an integral part of this statement.

Statement of Cash Flows
 Proprietary Fund
 For the Year Ended June 30, 2020

	Business-type Activities - Enterprise Fund
	<u>Water and Sewer</u>
Cash flows from operating activities:	
Cash received from customers	\$ 231,175
Cash payments to suppliers for goods and services	(128,761)
Cash payments to employees for services	(17,412)
Net cash provided by operating activities	<u>\$ 85,002</u>
Cash flows from capital financing activities:	
Acquisition of fixed assets	\$ (11,395)
Capital contributions received	20,000
Net cash provided by capital financing activities	<u>\$ 8,605</u>
Cash flows from non-capital financing activities:	
Transfers out	\$ (105,000)
Loans to other funds	(1,738)
Miscellaneous income	25
Net cash used by non-capital financing activities	<u>\$ (106,713)</u>
Cash flows from investing activities:	
Interest on cash and investments	<u>\$ 266</u>
Net increase (decrease) in cash and cash investments	\$ (12,840)
Cash and cash investments, beginning July 1, 2019	<u>533,397</u>
Cash and cash investments, ending June 30, 2020	<u>\$ 520,557</u>
Reconciliation of income (loss) from operations to net cash provided by operating activities:	
Income from operations	\$ 65,678
Adjustments to reconcile income (loss) from operations to net cash provided by operating activities:	
Depreciation	\$ 19,632
Change in assets and liabilities:	
Increase in accounts receivable	(2,408)
Increase in accounts payable	2,347
Increase in customer deposits payable	75
Decrease in payroll taxes payable	(322)
Net cash provided by operating activities	<u>\$ 85,002</u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

Village of Anacoco, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2020

INTRODUCTION

The Village of Anacoco was incorporated under the provisions of the Lawrason Act. The Village operates under a Mayor-Board of Aldermen form of government.

The accounting and reporting policies of the Village of Anacoco conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the Louisiana Municipal Audit and Accounting Guide, and to the industry audit guide, Audits of State and Local Governmental Units.

The Village maintains a general fund that provides services and benefits to its citizens including repairs and maintenance of approximately 25 miles of roads and streets, and police protection to approximately 990 residents and an enterprise fund that provides water to approximately 530 rural residents.

The Village is located within Vernon Parish in the southwestern part of the State of Louisiana and is comprised of approximately 990 residents. The governing board is composed of three elected aldermen that are compensated for regular and special board meetings. There are approximately six employees that provide police protection and handle the clerical work for the Village.

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 or local governments. As used in GASB Statement No. 14, fiscally independent means that the Village may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all 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.

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

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the funds 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 financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Village of Anacoco, Louisiana

Notes to the Financial Statements (Continued)

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. 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 fund:

The General Fund is the Village's primary operating fund. It accounts for all financial resources except for those in another fund.

The Village reports the following major proprietary fund:

The Proprietary Fund accounts for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

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 government's enterprise operations. Elimination of these 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 non-operating 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. Charges for services of providing water and sewer services to residents comprise the operating revenue of the Village's enterprise fund. Operating expenses for enterprise funds include the cost of sales and services, administrative expense, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

The Village has not established a policy for use of the unrestricted fund balance, therefore it considers committed fund balances to be used first, then assigned fund balances to be used next and finally the unassigned fund balance will be used.

C. Deposits and Investments

The Village's cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits and short-term investments with original maturities of three months or less from the date of acquisition. State law and

Village of Anacoco, Louisiana

Notes to the Financial Statements (Continued)

the Village’s investment policy allow the Village to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

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.

E. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the governmental activities column 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 \$1,000 or more for capitalizing capital assets.

According to GASB 34, the Village of Anacoco was not required to retroactively report infrastructure assets in its financial statements, therefore, these assets have not been reported in the financial statements.

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.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. No interest was paid or included as part of the cost of capital assets under construction in construction projects.

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

<u>Description</u>	<u>Estimated Lives</u>
Roads, bridges, and infrastructure	40-50 years
Land improvements	40-50 years
Buildings and building improvements	40-50 years
Furniture and fixtures	5-15 years
Equipment	3-15 years
Vehicles	5 years

F. Compensated Absences

- **Vacation Leave**

Any employee that has worked a full year is eligible for vacation leave of thirty hours. Vacation leave credited to an employee may be used by the employee with the approval of the Mayor. The total amount of accrued vacation leave shall not exceed thirty hours.

Village of Anacoco, Louisiana

Notes to the Financial Statements (Continued)

- **Sick Leave**

Sick leave is accrued at the rate of one day per quarter. The total amount of sick leave accrued shall not exceed eight hours per employee.

An employee must be employed by the Village for a minimum of two years to receive any type of sick leave with pay. Sick leave is defined as any period of time during which an employee may be excused from work without loss of pay due to:

- Personal illness, injury or any other type of physical disability which prevents an employee from performing his usual duties, except injuries incurred on the job;
- Medical, dental, or optical consultation or treatment; or
- Serious illness in the employee's immediate family. For the purpose of this section, the immediate family shall be deemed to include parents, spouses, children (including step-children), of the employee.

Sick leave may be utilized by an employee who has sufficient leave to his credit for necessary absence from duty due to the above listed conditions. Sick leave shall not be charged for non-working days. Vacation leave may be used for sick leave purposes after sick leave has been exhausted. The minimum charge to sick leave records shall not be less than fifteen minutes.

An employee who is taking sick leave shall inform the Mayor of that fact and the reason as soon as possible. Failure to do so by noon of the first day of illness may result in denial of sick leave with pay for the period of absence. For absences in excess of three days, the Mayor may require a statement from a registered physician or some other acceptable proof that the employee or immediate family member was ill and the employee was unable to report to work.

Each employee upon termination shall be paid the value of his accrued annual leave in a lump sum payment according to the limits established above, and the privileges of this policy shall not extend to any employee who is dismissed for theft of agency funds or property. When an employee is paid wages on an hourly basis, his regular hourly rate will be multiplied by the number of hours of accrued annual leave.

Payment for annual leave under this section shall not constitute employment beyond the last day of active duty.

As of June 30, 2020 accrued vacation and sick leave was immaterial and has not been recorded.

G. Long-Term Obligations

In the government-wide financial statements and the proprietary-fund type 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 and statement of net position. As of June 30, 2020 the Village had no long-term obligations.

H. Restricted Net Position

For government-wide statement of net position, net position is reported as restricted when constraints placed on net position use either:

- a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
- b. Imposed by law through constitutional provisions or enabling legislation.

I. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Village, which are either unusual in nature or infrequent in occurrence.

J. Estimates

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

K. Fund Balances

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

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGET INFORMATION: The Village uses the following budget practices:

1. The Village Clerk and Mayor prepare a proposed budget and submit same to the Board of Aldermen no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after the publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
5. Budgetary amendments involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Board of Aldermen. These amended amounts are shown in the financial statements.
6. All budgetary appropriations lapse at the end of each fiscal year.
7. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended from time to time by the Board of Aldermen.

3. CASH AND CASH EQUIVALENTS

At June 30, 2020, the Village has cash and cash equivalents (book balances) totaling \$606,703 as follows:

NOW accounts	\$	606,703
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Village of Anacoco, Louisiana

Notes to the Financial Statements (Continued)

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

At June 30, 2020, the Village has \$620,901 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance and \$370,901 of pledged securities held by an unaffiliated bank of the pledgor bank. These deposited pledged securities are deemed by law to be under the control and possession and in the name of the Village and are therefore properly collateralized.

The cash and cash equivalents of the Village of Anacoco, Louisiana are subject to the following risk:

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, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal 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 Village 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 Village's name.

4. RECEIVABLES

The receivables of \$50,561 at June 30, 2020 are as follows:

Class of receivable	General Fund	Proprietary Fund	Total
Taxes:			
Franchise	\$ 4,166	\$ -	\$ 4,166
Hotel/motel	2,765	-	2,765
Court fees	7,159	-	7,159
Occupational license	4,846	-	4,846
Accounts	-	31,625	31,625
Total	\$ 18,936	\$ 31,625	\$ 50,561

Village of Anacoco, Louisiana

Notes to the Financial Statements (Continued)

5. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2020 for the primary government is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated				
Land	\$ 238,794	\$ -	\$ -	\$ 238,794
Capital assets being depreciated				
Buildings	\$ 206,207	\$ -	\$ -	\$ 206,207
Vehicles	67,787	-	-	67,787
Improvements other buildings	523,449	18,696	-	542,145
Furniture and fixtures	2,075	-	-	2,075
Machinery and equipment	183,589	3,395	-	186,984
Total capital assets being depreciated	<u>\$ 983,107</u>	<u>\$ 22,091</u>	<u>\$ -</u>	<u>\$ 1,005,198</u>
Less accumulated depreciation for:				
Buildings	\$ 81,218	\$ 5,509	\$ -	\$ 86,727
Vehicles	65,399	573	-	65,972
Improvements other buildings	275,911	20,619	-	296,530
Furniture and fixtures	572	208	-	780
Machinery and equipment	121,209	11,083	-	132,292
Total accumulated depreciation	<u>\$ 544,309</u>	<u>\$ 37,992</u>	<u>\$ -</u>	<u>\$ 582,301</u>
Total capital assets being depreciated, net	<u>\$ 438,798</u>	<u>\$ (15,901)</u>	<u>\$ -</u>	<u>\$ 422,897</u>
Business-type activities:				
Capital assets being depreciated				
Buildings	\$ 15,969	\$ -	\$ -	\$ 15,969
Utility plant	530,287	11,395	-	541,682
Machinery and equipment	131,710	-	-	131,710
Vehicles	-	-	-	-
Total capital assets being depreciated	<u>\$ 677,966</u>	<u>\$ 11,395</u>	<u>\$ -</u>	<u>\$ 689,361</u>
Less accumulated depreciation for:				
Buildings	\$ 6,431	\$ 757	\$ -	\$ 7,188
Utility plant	403,501	15,620	-	419,121
Machinery and equipment	106,832	3,255	-	110,087
Vehicles	-	-	-	-
Total accumulated depreciation	<u>\$ 516,764</u>	<u>\$ 19,632</u>	<u>\$ -</u>	<u>\$ 536,396</u>
Total business-type assets being depreciated, net	<u>\$ 161,202</u>	<u>\$ (8,237)</u>	<u>\$ -</u>	<u>\$ 152,965</u>

Village of Anacoco, Louisiana

Notes to the Financial Statements (Concluded)

Depreciation expense of \$37,992 for the year ended June 30, 2020 was charged to the following governmental functions:

Public works	\$	18,564
Public safety		1,942
General administration		12,905
Recreation		4,581
Total	\$	<u>37,992</u>

6. ACCOUNTS AND OTHER PAYABLES

The payables of \$44,548 at June 30, 2020 are as follows:

	<u>General Fund</u>	<u>Proprietary Fund</u>	<u>Total</u>
Payroll taxes	\$ 2,499	\$ -	\$ 2,499
Accounts	3,172	10,502	13,674
Customer deposits	-	28,375	28,375
Total	<u>\$ 5,671</u>	<u>\$ 38,877</u>	<u>\$ 44,548</u>

7. INTERFUND TRANSFERS

	<u>Transfers in</u>	<u>Transfers out</u>
General fund	\$ 105,000	\$ -
Utility fund	-	105,000
Total	<u>\$ 105,000</u>	<u>\$ 105,000</u>

The utility fund transfers to the general fund to help cover the deficit in the general fund.

8. SUBSEQUENT EVENT

As of June 30, 2019, the Village of Anacoco, Louisiana had experienced the fraudulent misappropriation of assets as described in the accompanying schedule of prior year audit findings as Audit Finding No. 2019-1. Subsequent to the June 30, 2019 year end and until September 30, 2019 this fraudulent misappropriation of assets continued. The actual loss during this period between June 30, 2019 and September 30, 2019 was \$41,198. During the current year the Village clerk was convicted of the theft, and subsequent to June 30, 2020 full restitution was made to the Village.

REQUIRED SUPPLEMENTAL INFORMATION

General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual Amount	Budget to Actual differences over (under)
	Original	Final		
Revenues				
Taxes:				
Franchise	\$ 26,000	\$ 32,100	\$ 31,375	\$ (725)
Hotel/motel	15,000	19,000	23,175	4,175
Occupational licenses and permits	20,000	26,000	45,411	19,411
Intergovernmental:				
State grants	17,000	-	-	-
Local donations	-	7,982	13,212	5,230
Charges for services	6,500	6,500	6,578	78
Investment income	45	35	42	7
Fines and forfeitures	52,100	45,063	57,824	12,761
Rentals	2,500	3,200	4,260	1,060
Miscellaneous	-	20	-	(20)
Total revenues	<u>\$ 139,145</u>	<u>\$ 139,900</u>	<u>\$ 181,877</u>	<u>\$ 41,977</u>
Expenditures				
General government and administration	\$ 169,325	\$ 149,244	\$ 117,454	\$ 31,790
Public safety	57,360	56,161	70,063	(13,902)
Recreation	12,800	625	9,627	(9,002)
Capital outlay	50,000	27,722	22,090	5,632
Fraudulent expenditures	-	35,851	41,198	(5,347)
Total expenditures	<u>\$ 289,485</u>	<u>\$ 269,603</u>	<u>\$ 260,432</u>	<u>\$ 9,171</u>
Excess or (deficiency) of revenues over expenditures	\$ (150,340)	\$ (129,703)	\$ (78,555)	\$ 51,148
Other financing sources:				
Transfers in	\$ 50,000	\$ 105,000	\$ 105,000	\$ -
Sale of Veterans Park bricks	2,500	5,400	5,550	150
Total other financing sources	<u>\$ 52,500</u>	<u>\$ 110,400</u>	<u>\$ 110,550</u>	<u>\$ 150</u>
Net change in fund balance	\$ (97,840)	\$ (19,303)	\$ 31,995	\$ 51,298
Fund balances at beginning of year	<u>110,000</u>	<u>67,416</u>	<u>67,416</u>	<u>-</u>
Fund balances at end of year	<u><u>\$ 12,160</u></u>	<u><u>\$ 48,113</u></u>	<u><u>\$ 99,411</u></u>	<u><u>\$ 51,298</u></u>

OTHER SUPPLEMENTAL SCHEDULES

Schedule of Per Diem Paid to Board Members
For the Year Ended June 30, 2020

<u>Board Members</u>	<u>Compensation Paid</u>
LaVerne Miers	\$ 1,200
Mark Phillips	900
John Schraven	1,200
John Guy, Jr.	100
Total	<u>\$ 3,400</u>

Schedule of Compensation, Benefits and
Other Payments to Agency Head
For the Year Ended June 30, 2020

Agency Head Name - Keith Lewing

Purpose	Amount
Salary	\$ 2,400
Benefits - insurance	-
Benefits - retirement	-
Deferred compensation	-
Benefits - other	-
Car allowance	-
Vehicle provided by government	-
Cell phone	145
Dues	-
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	400
Conference travel	162
Housing/Lodging	-
Unvouchered expenses	-
Special meals	-
Other	-

OTHER REPORTS

Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2020

Finding – Financial Statement Audit

Audit Finding No. 2019-1

Lack of segregation of duties, lack of monitoring

Condition: Due to the size of the Village, there is one full time clerk and another part time employee in the office. In order to mitigate the lack of segregation of duties, controls were put in place to monitor the small office staff. These controls were not implemented during the year and this allowed for misappropriation of assets.

The fraud that allegedly occurred was committed by the Town Clerk and consisted of the Clerk taking multiple payroll checks in excess of the Clerk's salary, making numerous personal charges on the Village's credit card, and misappropriation of cash payments taken in at the Village office. As of June 30, 2019, \$31,293 of these items were misappropriated and \$39,912 were misappropriated between July 1, 2019 and the Clerk's resignation on September 30, 2019 for a total misappropriation of \$71,205. It appears that the additional payroll checks began in July 2018, personal credit card charges began in December 2018, cash payments taken in at the office began in August 2018, and all continued through September 2019.

At the time the misappropriation was discovered, we notified the local District Attorney and the Legislative Auditor's Office. The Mayor also notified the District Attorney and Legislative Auditor's Office in writing. As of the date of the auditor's report, the Louisiana State Police are aware of the fraud and will begin their investigation after the audit report is filed.

Criteria: Since it is not economically feasible to hire additional staff for proper segregation of duties, controls were put in place to closely monitor the office personnel. The controls included reviewing bank reconciliations, examining credit card statements, and other controls of cash collections and payroll preparation.

Cause and Condition: The monitoring controls over office personnel were not implemented leading to misappropriation of assets during the year.

Effect of Condition: The lack of monitoring resulted in misappropriation of assets and credit card abuse.

Recommendation: We recommend that the internal controls that were in place be implemented by the Mayor and Board of Aldermen. These controls include examining bank reconciliations and comparing the reconciliation to the bank statement and financial statements. Credit cards should be kept under lock and signed in and out as needed. All credit card statements should be examined for proper purchases along with attached receipts. We also recommend that the Village work with a qualified individual to establish written internal controls that should be implemented for monitoring the office staff. Also, background checks should be required for anyone seeking employment at the Village.

Date of Initial Occurrence - June 30, 2019

Corrective Action Taken - Yes

Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2020

Finding – Financial Statement Audit

Audit Finding No. 2019-2

Budget Not Amended When Budget Variances Exceeded Allowable Limit

- Condition: Actual expenditures in the general fund exceeded budgeted expenditures by 10.59%, and the budget was not amended for the increase.
- Criteria: The Louisiana Budget Act requires that anytime actual expenditures exceed budgeted expenditures by more than 5.00% the budget should be amended.
- Cause and Condition: The Village experienced misappropriation of assets that increased expenditures by \$31,293. The Village was not aware of the increase in expenditures; therefore, they did not know to amend the budget.
- Effect of Condition: Violation of the Louisiana Budget Act.
- Recommendation: We recommend that the budget be more closely monitored and anytime that actual expenditures exceed budgeted expenditures by more than 5.00% the Mayor be notified and the budget presented to the Board for amendment.

Date of Initial Occurrence - June 30, 2019

Corrective Action Taken - Yes

Schedule of Current Year Audit Findings and Management's Response
For the Year Ended June 30, 2020

Finding – Financial Statement Audit

Audit Finding No. 2020-1

Lack of segregation of duties, lack of monitoring

Condition:	Due to the size of the Village, there is one full time clerk and another part time employee in the office. In order to mitigate the lack of segregation of duties, controls were put in place to monitor the small office staff. These controls were not implemented during the year and this allowed for misappropriation of assets as described in the schedule of prior year audit findings.
Criteria:	Since it is not economically feasible to hire additional staff for proper segregation of duties, controls were put in place to closely monitor the office personnel. The controls included reviewing bank reconciliations, examining credit card statements, and other controls of cash collections and payroll preparation.
Cause and Condition:	The monitoring controls over office personnel were not implemented leading to misappropriation of assets during the year.
Effect of Condition:	The lack of monitoring resulted in misappropriation of assets and credit card abuse.
Recommendation:	We recommend that the internal controls that were in place be implemented by the Mayor and Board of Aldermen. These controls include examining bank reconciliations and comparing the reconciliation to the bank statement and financial statements. Credit cards should be kept under lock and signed in and out as needed. All credit card statements should be examined for proper purchases along with attached receipts. We also recommend that the Village work with a qualified individual to establish written internal controls that should be implemented for monitoring the office staff. Also, background checks should be required for anyone seeking employment at the Village.



Village of Anacoco
P.O. Box 280 • Anacoco, LA 71403
(337) 239-0215 • Fax (337) 238-5550

KEITH LEWING
Mayor

JOHN SCHRAVEN
LAVERNE MIERS
MARK PHILLIPS
Council Members

December 14, 2020

Mr. Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor
1600 North Third Street
Post Office Box 94397
Baton Rouge, Louisiana 70804

Re: Village of Anacoco Response to Audit Findings

Dear Mr. Purpera:

The following is my response to the audit findings:

Audit Finding No. 2020-1:

The Village, in order to implement and strengthen internal controls will do the following:

1. Follow the internal controls currently in place and review and update the internal controls using suggested materials from the Legislative Auditor website;
2. Examine, on a monthly basis, Village bank reconciliations;
3. Compare the Village bank reconciliations to the bank statement provided by our financial institution and the financial statements of the Village;
4. Keep any Village credit card locked in a safe place, and make it mandatory that the cards will be signed out and in as they are needed;
5. Examine all Village credit card statements to ensure that proper purchases only are reflected thereon and compare (and attach) credit card receipts to the charges made on all Village credit cards on a monthly basis;
6. The Village will (and has begun) reviewing current internal control policies, and will work with our Village Council, Village attorney, CPA, and other individuals as necessary to update, re-implement, implement and follow through with all written internal controls—including re-evaluating and adjusting any internal controls necessary for the monitoring of office staff; and
7. Require background checks as allowed by law for anyone seeking employment with the Village.

Should you have any questions or concerns, please contact me.

Sincerely,

Keith Lewing
Mayor

Windham & Reed, L.L.C.

Certified Public Accountants

1620 North Pine Street
DeRidder, LA 70634
Tel: (337) 462-3211
Fax: (337) 462-0640

John A. Windham, CPA
Charles M. Reed, Jr., CPA

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

The Honorable Keith Lewing, Mayor
and the Members of the Board of Aldermen
Village of Anacoco, Louisiana

We were engaged to audit, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Anacoco, Louisiana as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Village of Anacoco, Louisiana's basic financial statements and have issued our report thereon dated December 11, 2020. Our report disclaims an opinion on such financial statements because of material misappropriation of assets resulting in the uncertainty of revenues and expenses/expenditures.

Internal Control over Financial Reporting

In connection with our engagement to audit the financial statements of the Village of Anacoco, Louisiana, we considered the Village of Anacoco, Louisiana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Anacoco, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Anacoco, Louisiana'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 or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of current year audit findings and management's response, we did identify 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 current year audit findings and management's response as item Audit Finding No. 2020-1 to be a material weakness.

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 current year audit findings and management's response as item Audit Finding No. 2020-1 to be a significant deficiency.

The Honorable Keith Lewing, Mayor
and the Members of the Board of Aldermen
Village of Anacoco, Louisiana

Compliance and Other Matters

In connection with our engagement to audit the financial statements of the Village of Anacoco, Louisiana, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Village of Anacoco, Louisiana's Response to Findings

Village of Anacoco, Louisiana's response to the findings identified in our engagement is described in the accompanying schedule of current year audit findings and management's response. Village of Anacoco, Louisiana's response was not subjected to the auditing procedures applied in the engagement to audit the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results 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 engagement to perform an audit 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.



DeRidder, Louisiana
December 11, 2020