

VILLAGE OF CONVERSE, LOUISIANA

**ANNUAL FINANCIAL REPORT
DECEMBER 31, 2020**

Village of Converse, Louisiana
Financial Report
December 31, 2020

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Required Supplementary Information		
Management's Discussion and Analysis	-	1-4
Independent Accountant's Review Report	-	5-6
<u>Basic Financial Statements</u>		
Government-Wide Financial Statements		
Statement of Net Position	A	9
Statement of Activities	B	10
Fund Financial Statements		
Governmental Fund:		
Balance Sheet-Governmental Fund	C	12
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	D	13
Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Fund	E	14
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Fund to the Statement of Activities	F	15
Proprietary Fund:		
Statement of Net Position	G	16
Statement of Revenues, Expenses and Changes in Net Position	H	17
Statement of Cash Flows	I	18
Notes to Financial Statements	-	20-29

Village of Converse, Louisiana
Annual Financial Report
December 31, 2020

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
<u>Other Required Supplementary Information</u>		
General Fund:		
Statement of Revenues, Expenditures and Changes in Fund Balance-Budget (GAAP Basis) and Actual	J	31
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer	K	32
<u>Other Reports/Schedules</u>		
Independent Accountant's Report on Applying Agreed-Upon Procedures	L	34-37
Schedule of Findings	M	38
Louisiana Attestation Questionnaire	N	39-41

Village of Converse, Louisiana

P. O. Box 40
Converse, LA 71419

MANAGEMENT'S DISCUSSION AND ANALYSIS

for the Year Ended December 31, 2020

The Management's Discussion and Analysis of the Village of Converse's financial performance presents a narrative overview and analysis of the Village's financial activities for the year ended December 31, 2020. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the Village of Converse's financial statements, which begin on page 9.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities provide information about the activities of the Village as a whole and present a longer-term view of the Village's finances. These statements tell how the services were financed in the short-term as well as what remains for future spending.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities. The Village uses funds to ensure and demonstrate compliance with finance related laws and regulations. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources at the end of the year. As the Government-Wide Financial Statements includes the long-term view, comparisons between these two views may provide insight into the long-term impact of short-term financing decreases. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the difference between these two views.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Position

	2020			2019		
	Governmental Activities	Business-Type Activities	Total	Governmental Activities	Business-Type Activities	Total
ASSETS:						
Current & Other Assets	\$ 150,156	\$ 176,367	\$ 326,523	\$ 165,138	\$ 171,423	\$ 336,561
Due from Other Funds	293,282	0	293,282	285,668	0	285,668
Capital Assets, Net of Accumulated Depreciation	<u>770,239</u>	<u>1,089,194</u>	<u>1,859,433</u>	<u>818,443</u>	<u>1,148,216</u>	<u>1,966,659</u>
Total Assets	<u>\$1,213,677</u>	<u>\$1,265,561</u>	<u>\$2,479,238</u>	<u>\$1,269,249</u>	<u>\$1,319,639</u>	<u>\$2,588,888</u>
LIABILITIES:						
Accounts Payable/Accruals	\$ 6,528	\$ 5,726	\$ 12,254	\$ 4,831	\$ 639	\$ 5,470
Due to Other Funds	0	293,282	293,282	0	285,668	285,668
Customer Deposits	<u>0</u>	<u>12,996</u>	<u>12,996</u>	<u>0</u>	<u>11,458</u>	<u>11,458</u>
Total Liabilities	<u>\$ 6,528</u>	<u>\$ 312,004</u>	<u>\$ 318,532</u>	<u>\$ 4,831</u>	<u>\$ 297,765</u>	<u>\$ 302,596</u>
NET POSITION:						
Net Investment in Capital Assets	\$ 770,239	\$1,089,194	\$1,859,433	\$ 818,443	\$1,148,216	\$1,966,659
Unrestricted	<u>436,910</u>	<u>(135,637)</u>	<u>301,273</u>	<u>445,975</u>	<u>(126,342)</u>	<u>319,633</u>
Total Net Position	<u>\$1,207,149</u>	<u>\$ 953,557</u>	<u>\$2,160,706</u>	<u>\$1,264,418</u>	<u>\$1,021,874</u>	<u>\$2,286,292</u>

Summary of Statement of Activities

	2020			2019		
	Governmental Activities	Business-Type Activities	Total	Governmental Activities	Business-Type Activities	Total
REVENUES:						
General Revenues:						
Taxes-						
Ad Valorem	\$ 17,067	\$ 0	\$ 17,067	\$ 24,975	\$ 0	\$ 24,975
Licenses & Permits	33,974	0	33,974	35,042	0	35,042
Sales Tax	77,014	0	77,014	76,148	0	76,148
Fines	23,684	0	23,684	57,656	0	57,656
Royalty	1,092	0	1,092	2,365	0	2,365
Charges for Services	0	121,375	121,375	0	128,083	128,083
Interest Income	157	168	325	110	225	335
Operating Grants and Contributions	1,500	2,294	3,794	0	0	0
Miscellaneous	<u>5,068</u>	<u>13,320</u>	<u>18,388</u>	<u>9,019</u>	<u>19,889</u>	<u>28,908</u>
Total Revenues	\$ <u>159,556</u>	\$ <u>137,157</u>	\$ <u>296,713</u>	\$ <u>205,315</u>	\$ <u>148,197</u>	\$ <u>353,512</u>
EXPENDITURES:						
General Government	\$ 114,921	\$ 0	\$ 114,921	\$ 119,602	\$ 0	\$ 119,602
Public Safety	72,175	0	72,175	93,807	0	93,807
Highways & Streets	29,729	0	29,729	29,505	0	29,505
Debt Service	0	0	0	2,923	0	2,923
Operating Expense	<u>0</u>	<u>205,474</u>	<u>205,474</u>	<u>0</u>	<u>217,835</u>	<u>217,835</u>
Total Expenditures	\$ <u>216,825</u>	\$ <u>205,474</u>	\$ <u>422,299</u>	\$ <u>245,837</u>	\$ <u>217,835</u>	\$ <u>463,672</u>
Deficiency of Revenues over Expenditures	\$ (57,269)	\$ (68,317)	\$ (125,586)	\$ (40,522)	\$ (69,638)	\$ (110,160)
Net Position-Beginning of Year	<u>1,264,418</u>	<u>1,021,874</u>	<u>2,286,292</u>	<u>1,304,940</u>	<u>1,091,512</u>	<u>2,396,452</u>
Net Position-End of Year	<u>\$1,207,149</u>	<u>\$ 953,557</u>	<u>\$2,160,706</u>	<u>\$1,264,418</u>	<u>\$1,021,874</u>	<u>\$2,286,292</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of 2020, the Village of Converse had \$770,239, and \$1,089,194, net of depreciation in Governmental Activities and Business-Type Activities, respectively, invested in a broad range of capital assets (See table below).

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
Land	\$ 1,600	\$ 10,000
Buildings and other improvements	373,547	0
Distribution system	0	1,052,532
Streets	391,065	0
Equipment, furniture and fixtures	<u>4,027</u>	<u>26,662</u>
Total	<u>\$770,239</u>	<u>\$1,089,194</u>

Debt

At December 31, 2020, the Village of Converse had no long-term debt.

VARIATIONS BETWEEN FINAL BUDGET AND ACTUAL

In the General Fund, actual revenues were \$7,456 more than budgeted amounts. This is a favorable variance.

Actual expenditures were \$14,079 less than budgeted amounts. This is a favorable variance.

The budget was amended once during the year, to account for decreases in fines and donations.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Village of Converse's elected officials considered the following factors and indicators when setting next year's budget, rates and fees. These factors and indicators include:

1. Taxes
2. Intergovernmental revenues (state and local grants)
3. License and permits
4. Fines

Village of Converse does not expect any significant changes in next year's results as compared to the current year, unless grant monies are received for the purchase/improvement of capital assets.

CONTACTING VILLAGE OF CONVERSE'S MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Village of Converse's finances and to show the Village of Converse's accountability for the money it receives. If you have questions about this report or need additional information, contact Troy Terrell, Mayor of the Village of Converse, Post Office Box 40, Converse, Louisiana 71419 or (318) 567-3312.

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation
Roger M. Cunningham, CPA – A Professional Corporation
Jessica H. Broadway, CPA – A Professional Corporation
Ryan E. Todtenbier, CPA – A Professional Corporation

321 Bienville Street
Natchitoches, Louisiana 71457
(318) 352-3652
Fax (318) 352-4447
www.tcbtcpa.com

INDEPENDENT ACCOUNTANT’S REVIEW REPORT

To the Mayor and Aldermen of the
Village of Converse, Louisiana

Report on the Financial Statements

We have reviewed the accompanying financial statements of the governmental activities, business-type activities, and major funds of the Village of Converse (“Village”) as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Village’s basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management’s financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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 the financial statements that are free from material misstatement, whether due to fraud or error.

Accountant’s Responsibility

Our responsibility is to conduct the review engagement in accordance with the *Statements on Standards Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA and the standards applicable to review engagements contained in Government Auditing Standards, issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant’s Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matter Paragraphs

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Budgetary Comparison Schedule, as listed in the Table of Contents, 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. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to the agency head, political subdivision head, or chief executive officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Other Reporting Requirements

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated May 10, 2021, on the results of our agreed-upon procedures on pages 34 through 37. The Louisiana Attestation Questionnaire is presented on pages 39 through 41.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

May 10, 2021

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Village of Converse, Louisiana
Statement of Net Position
December 31, 2020

	Governmental <u>Activities</u>	Business-Type <u>Activities</u>	<u>Total</u>
ASSETS:			
Current Assets-			
Cash	\$ 109,439	\$ 151,634	\$ 261,073
Accounts & Taxes Receivable	35,406	9,583	44,989
Due from Other Funds	293,282	0	293,282
Prepaid Expenses	<u>5,311</u>	<u>2,154</u>	<u>7,465</u>
Total Current Assets	\$ <u>443,438</u>	\$ <u>163,371</u>	\$ <u>606,809</u>
Noncurrent Assets-			
Restricted Cash – Customer Deposits	\$ 0	\$ 12,996	\$ 12,996
Capital Assets, Net	<u>770,239</u>	<u>1,089,194</u>	<u>1,859,433</u>
Total Noncurrent Assets	\$ <u>770,239</u>	\$ <u>1,102,190</u>	\$ <u>1,872,429</u>
Total Assets	\$ <u>1,213,677</u>	\$ <u>1,265,561</u>	\$ <u>2,479,238</u>
LIABILITIES:			
Current Liabilities-			
Accounts Payable/Accruals	\$ 6,528	\$ 5,726	\$ 12,254
Due to Other Funds	<u>0</u>	<u>293,282</u>	<u>293,282</u>
Total Current Liabilities	\$ <u>6,528</u>	\$ <u>299,008</u>	\$ <u>305,536</u>
Noncurrent Liabilities-			
Customer Deposits	\$ <u>0</u>	\$ <u>12,996</u>	\$ <u>12,996</u>
Total Liabilities	\$ <u>6,528</u>	\$ <u>312,004</u>	\$ <u>318,532</u>
NET POSITION:			
Net Investment in Capital Assets	\$ 770,239	\$1,089,194	\$1,859,433
Unrestricted	<u>436,910</u>	<u>(135,637)</u>	<u>301,273</u>
Total Net Position	\$ <u>1,207,149</u>	\$ <u>953,557</u>	\$ <u>2,160,706</u>

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Statement of Activities
December 31, 2020

Activities	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		
		Fees, Fines and Charges for Services	Operating Grant and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities:						
General Government	\$114,921	\$ 0	\$1,500	\$ (113,421)	\$ 0	\$ (113,421)
Public Safety	72,175	23,684	0	(48,491)	0	(48,491)
Public Works	<u>29,729</u>	<u>0</u>	<u>0</u>	<u>(29,729)</u>	<u>0</u>	<u>(29,729)</u>
Total Governmental Activities	<u>\$216,825</u>	<u>\$ 23,684</u>	<u>\$1,500</u>	<u>\$ (191,641)</u>	<u>\$ 0</u>	<u>\$ (191,641)</u>
Business-Type Activities:						
Water and Sewer	<u>\$205,474</u>	<u>\$121,375</u>	<u>\$2,294</u>	<u>\$ 0</u>	<u>\$ (81,805)</u>	<u>\$ (81,805)</u>
Total Government	<u>\$422,299</u>	<u>\$145,059</u>	<u>\$3,794</u>	<u>\$ (191,641)</u>	<u>\$ (81,805)</u>	<u>\$ (273,446)</u>
General Revenues:						
Taxes-						
Ad Valorem				\$ 17,067	\$ 0	\$ 17,067
Licenses & Permits				33,974	0	33,974
Sales Taxes				77,014	0	77,014
Royalty				1,092	0	1,092
Interest Income				157	168	325
Miscellaneous				<u>5,068</u>	<u>13,320</u>	<u>18,388</u>
Total General Revenues				<u>\$ 134,372</u>	<u>\$ 13,488</u>	<u>\$ 147,860</u>
Change in Net Position				\$ (57,269)	\$ (68,317)	\$ (125,586)
Net Position at Beginning of Year				<u>1,264,418</u>	<u>1,021,874</u>	<u>2,286,292</u>
Net Position at End of Year				<u>\$1,207,149</u>	<u>\$ 953,557</u>	<u>\$2,160,706</u>

See independent accountant's review report and notes to financial statements.

FUND FINANCIAL STATEMENTS

Village of Converse, Louisiana
Balance Sheet-Governmental Fund
December 31, 2020

	General Fund
ASSETS:	
Cash	\$109,439
Taxes Receivable	30,370
Other Receivables	5,036
Due from Other Funds	293,282
Prepaid Expenses	<u>5,311</u>
Total Assets	<u>\$443,438</u>
LIABILITIES:	
Accounts Payable/Accruals	\$ <u>6,528</u>
FUND BALANCE:	
Nonspendable-Prepaid Expenses	\$ 5,311
Unassigned	<u>431,599</u>
Total Fund Balance	<u>\$436,910</u>
Total Liabilities and Fund Balance	<u>\$443,438</u>

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Reconciliation of the Governmental Fund
Balance Sheet to the Statement of Net Position
December 31, 2020

Total Fund Balance for the Governmental Fund	\$ 436,910
--	------------

Amounts reported for Governmental Activities
in the Statement of Net Position are different because:

Capital Assets used in Governmental Activities are not
current financial resources and, therefore, are not reported
in the Governmental Fund Balance Sheet-

Capital Assets	1,281,773
Less, Accumulated Depreciation	<u>(511,534)</u>

Total Net Position of Governmental Activities	<u>\$1,207,149</u>
---	--------------------

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Statement of Revenues, Expenditures and Change in Fund Balance-
Governmental Fund
Year Ended December 31, 2020

	<u>General Fund</u>
Revenues:	
Taxes-	
Ad Valorem	\$ 17,067
Licenses & Permits	33,974
Sales Tax	77,014
Fines & Forfeits	23,684
Grants	1,500
Miscellaneous-	
Royalty	1,092
Miscellaneous	<u>5,225</u>
Total Revenues	<u>\$159,556</u>
Expenditures:	
Current-	
General Government	\$ 66,717
Public Safety	72,175
Streets	<u>29,729</u>
Total Expenditures	<u>\$168,621</u>
Deficiency of Revenues over Expenditures	\$ (9,065)
Fund Balance-Beginning of Year	<u>445,975</u>
Fund Balance-End of Year	<u>\$436,910</u>

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
for the Year Ended December 31, 2020

Net Change in Fund Balance-Governmental Fund	\$ (9,065)
--	------------

Amounts reported for Governmental Activities
in the Statement of Activities are different because:

Depreciation expense on Capital Assets is reported in the Government-wide Financial Statements, but does not require the use of current financial resources and is not reported in the Fund Financial Statements. Current year depreciation expense is	<u>(48,204)</u>
--	-----------------

Total Change in Net Position	<u>\$(57,269)</u>
------------------------------	-------------------

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Statement of Net Position
Proprietary Fund-Utility Fund
Year Ended December 31, 2020

ASSETS:

Current Assets-

Cash	\$ 151,634
Accounts Receivable	9,583
Prepaid Expenses	<u>2,154</u>
Total Current Assets	\$ <u>163,371</u>

Noncurrent Assets-

Restricted Cash – Deposits	\$ 12,996
Capital Assets, Net	<u>1,089,194</u>
Total Noncurrent Assets	\$ <u>1,102,190</u>

Total Assets	\$ <u>1,265,561</u>
--------------	---------------------

LIABILITIES:

Current Liabilities-

Accounts Payable/Accruals	\$ 5,726
Due to Other Funds	<u>293,282</u>
Total Current Liabilities	\$ 299,008

Noncurrent Liabilities –

Customers' Deposits	<u>12,996</u>
---------------------	---------------

Total Liabilities	\$ <u>312,004</u>
-------------------	-------------------

NET POSITION:

Net Investment in Capital Assets	\$1,089,194
Unrestricted	<u>(135,637)</u>

Total Net Position	\$ <u>953,557</u>
--------------------	-------------------

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Statement of Revenues, Expenses and Change in Net Position
Proprietary Fund-Utility Fund
Year Ended December 31, 2020

OPERATING REVENUES:	
Charges for Services	\$ 121,375
Grant Income	2,294
Miscellaneous	<u>13,320</u>
Total Operating Revenues	\$ <u>136,989</u>
OPERATING EXPENSES:	
Personnel Services	\$ 71,701
Utilities	14,604
Repair & Maintenance	11,705
Other Supplies & Expenses	43,742
Depreciation	<u>63,722</u>
Total Operating Expenses	\$ <u>205,474</u>
Loss from Operations	\$ (68,485)
NON-OPERATING REVENUES:	
Interest	<u>168</u>
Change in Net Position	\$ (68,317)
Net Position-Beginning of Year	<u>1,021,874</u>
Net Position-End of Year	\$ <u>953,557</u>

See independent accountant's review report and notes to financial statements.

Statement of Cash Flows
Proprietary Fund-Utility Fund
Year Ended December 31, 2020

Cash Flows from Operating Activities:	
Cash Receipts from Customers	\$ 136,989
Cash Receipts of Customer Deposits	1,538
Cash Payments to Suppliers and Employees	<u>(129,051)</u>
Net Cash Provided by Operating Activities	\$ 9,476
Cash Flows from Capital and Related Financing Activities:	
Acquisition of Capital Assets	(4,700)
Cash Flows from Investing Activities:	
Interest Income	<u>168</u>
Net Increase in Cash and Cash Equivalents	\$ 4,944
Cash and Cash Equivalents-Beginning of Year	<u>159,686</u>
Cash and Cash Equivalents-End of Year	\$ <u>164,630</u>
Reconciliation of Income from Operations to Net Cash Provided (Used) by Operating Activities:	
Operating Loss	\$ (68,485)
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:	
Depreciation	63,722
Changes in Assets and Liabilities-	
Increase (Decrease) in Accounts Payable	5,087
Increase (Decrease) in Customer Deposits	1,538
Increase (Decrease) in Due to Other Funds	<u>7,614</u>
Net Cash Provided by Operating Activities	\$ <u>9,476</u>
Reconciliation of Total Cash and Cash Equivalents:	
Current Assets – Cash	\$ 151,634
Restricted Assets – Cash	<u>12,996</u>
Total Cash and Cash Equivalents	\$ <u>164,630</u>

See independent accountant's review report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

Introduction:

The Village of Converse, Louisiana, is incorporated under the Lawrason Act with a Mayor-Board of Aldermen form of government. The executive branch of government is headed by the Mayor and the legislative branch consists of three Aldermen.

This report includes all funds which are controlled by or dependent on the Village of Converse, Louisiana's executive and legislative branches (the Mayor and Aldermen). Control by or dependence on the Village of Converse, Louisiana was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of government body, and other general oversight responsibility.

The Village's operations include police protection, streets, and general and administrative services. In addition, the Village operates a Utility System which provides water and sewer services.

1. Summary of Significant Accounting Policies:

A. REPORTING ENTITY-

The Village is the basic level of government which has financial accountability and control over all activities related to the Village operations and services provided. The Village is not included in any other governmental "reporting entity" as defined by GASB pronouncements, since the Village Mayor and Board of Aldermen are elected by the public and have decision making authority to levy taxes, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. In addition, there are no component units as defined in Governmental Accounting Standards Board Statement 14, which are included in the Village's reporting entity.

The financial statements of the Village of Converse, Louisiana, are prepared in accordance with generally accepted accounting principles (GAAP). The Village's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

B. BASIS OF PRESENTATION-

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Village's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

C. FUND ACCOUNTING-

The accounts of the Village are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

The Village maintains two funds. They are categorized as a governmental fund and a proprietary fund. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The Village reports both its general fund and enterprise fund as major funds.

The funds of the Village are described below:

Governmental Fund-

General Fund

The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.

Proprietary Fund-

Enterprise Fund

The enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises 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.

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. Operating expenses for the proprietary funds include the cost of personal and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis – Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Village as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis – Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Village considers all revenues “available” if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. CASH AND INTEREST-BEARING DEPOSITS-

For purposes of the Statement of Net Position and Statement of Cash Flows, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the Village.

F. CAPITAL ASSETS-

Capital assets, which include property, plant, and equipment, 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 costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Buildings and improvements	40 years
Equipment and vehicles	5-10 years
Utility system and improvements	40 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

G. RESTRICTED ASSETS-

Restricted assets include cash, interest-bearing deposits, and investments of the proprietary fund that are legally restricted as to its use. The restricted assets are related to customer deposits.

H. COMPENSATED ABSENCES AND POST-EMPLOYMENT BENEFITS-

There is no formal leave policy for the Village; therefore, no entry is made to record compensated absences. In addition, the Village does not provide employee benefits beyond employment.

I. EQUITY CLASSIFICATIONS-

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

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

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted net resources first, unless a determination is made to use restricted net resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact.
- b. Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- c. Committed fund balance – amounts constrained to specific purposes 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 action to remove or change the constraint.
- d. Assigned fund balance – amounts a 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;
- e. Unassigned fund balance – amounts that are available for any purpose. Only the General Fund would report positive amounts in unassigned fund balance.

The General Fund has an unassigned fund balance of \$431,599. If applicable, the Village would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

J. EXPENDITURES/EXPENSES-

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds – By Character
Proprietary Fund – By Operating and Non-operating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

K. BUDGET AND BUDGETARY ACCOUNTING-

Prior to the beginning of each fiscal year, the Village adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

L. 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 statement and the reported amounts of revenue, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

M. LONG-TERM OBLIGATIONS

The accounting treatment of long-term debt depends upon whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements. All long-term debt to be repaid from governmental and business-type resources is reported as liabilities in the government-wide financial statements.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. In the fund financial statements, the face amount of the debt issued is reported as other financing sources. At December 31, 2020, the Village had no outstanding long-term debt.

N. RECEIVABLES-

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible.

O. BAD DEBTS-

All accounts receivable are considered to be fully collectible.

P. SALES TAXES-

The Village collects sales and use tax with the net proceeds, after deducting costs of collection and administration, dedicated to construction, acquiring, extending, improving and/or maintaining drainage facilities, streets, street lighting facilities, bridges, sidewalks, waterworks, sewers and sewer disposal works, recreational facilities, public parks, public buildings and equipment, payment of salaries of municipal employees, maintaining and operating the municipal police department including the purchase of equipment thereof, or for anyone or more of said purposes, title to which improvements shall be in the public.

2. Ad Valorem Taxes:

The Village levies taxes on real and business personal property located within the boundaries of the Village. Property taxes are levied by the Village on property values assessed by the Sabine Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

The Village bills and collects property taxes. The Village recognizes property tax revenues when levied.

Property Tax Calendar

Assessment date	January 1
Levy date	August 31
Tax bills mailed	October 15
Total taxes are due	December 31
Penalties and interest added	January 31
Lien date	January 31

For the year ended December 31, 2020, taxes of 12.62 mills were levied on property and were dedicated as follows:

General Corporate Purposes	5.30 mills
Street Fund	7.32 mills

Total taxes collected were \$17,067 after small adjustments were made to the original tax roll.

3. Cash and Cash Equivalents:

The cash and cash equivalents of the Village 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 Village 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 bank. 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 Parish Government's name.

At December 31, 2020, the Village had \$276,595 in deposits (collected bank balances). The deposits are stated at cost which approximates market. These deposits are secured from risk as follows:

Demand Deposits	\$ 262,203
Time Deposits	14,392
FDIC Insurance	(250,000)
Pledged Securities	<u>(26,595)</u>
Uninsured	\$ <u>0</u>

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

4. Accounts Receivable:

The following is a summary of accounts receivable at December 31, 2020:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Taxes-			
Ad Valorem	\$15,553	\$ 0	\$15,553
Franchise	4,061	0	4,061
Sales Tax	10,757	0	10,757
Royalty	158	0	158
Other	4,877	0	4,877
Charges for services	<u>0</u>	<u>9,583</u>	<u>9,583</u>
Total	<u>\$35,406</u>	<u>\$9,583</u>	<u>\$44,989</u>

5. Capital Assets:

A summary of Village of Converse's capital assets at December 31, 2020, follows:

<u>Governmental Activities</u>	<u>Balance 01-01-20</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12-31-20</u>
Capital Assets, Not Being Depreciated-				
Land	\$ <u>1,600</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>1,600</u>
Capital Assets, Being Depreciated-				
Buildings & Other Improvements	\$ 660,532	\$ 0	\$0	\$ 660,532
Furniture & Equipment	91,988	0	0	91,988
Streets & Improvements	<u>527,653</u>	<u>0</u>	<u>0</u>	<u>527,653</u>
Total Assets being Depreciated	<u>\$1,280,173</u>	<u>\$ 0</u>	<u>\$0</u>	<u>\$1,280,173</u>
Less Accumulated Depreciation for:				
Buildings & Other Improvements	\$ 269,867	\$ 17,118	\$0	\$ 286,985
Furniture & Equipment	83,255	4,703	0	87,958
Streets	<u>110,208</u>	<u>26,383</u>	<u>0</u>	<u>136,591</u>
Total Accumulated Depreciation	<u>\$ 463,330</u>	<u>\$ 48,204</u>	<u>\$0</u>	<u>\$ 511,534</u>
Governmental Activities				
Total Capital Assets, Net	<u>\$ 818,443</u>	<u>\$(48,204)</u>	<u>\$0</u>	<u>\$ 770,239</u>

Depreciation expense of \$48,204 was charged to the general government function for governmental activities.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

Business-Type Activities	Balance 01-01-20	Additions	Deletions	Balance 12-31-20
Capital Assets, Not Being Depreciated-				
Land	\$ 10,000	\$ 0	\$0	\$ 10,000
Capital Assets, Being Depreciated-				
Distribution System	\$2,137,988	\$ 0	\$0	\$2,137,988
Equipment, Furniture & Fixtures	<u>243,454</u>	<u>4,700</u>	<u>0</u>	<u>248,154</u>
Total Assets being Depreciated	<u>\$2,381,442</u>	<u>\$ 4,700</u>	<u>\$0</u>	<u>\$2,386,142</u>
Less Accumulated Depreciation for:				
Distribution System	\$1,033,513	\$ 51,938	\$0	\$1,085,451
Equipment, Furniture & Fixtures	<u>209,713</u>	<u>11,784</u>	<u>0</u>	<u>221,497</u>
Total Accumulated Depreciation	<u>\$1,243,226</u>	<u>\$ 63,722</u>	<u>\$0</u>	<u>\$1,306,948</u>
Business-Type Activities				
Total Capital Assets, Net	<u>\$1,148,216</u>	<u>\$(59,022)</u>	<u>\$0</u>	<u>\$1,089,194</u>

Depreciation expense of \$63,722 was charged to business-type activities as follows:

Water	\$24,700
Sewer	<u>39,022</u>
Total Depreciation	<u>\$63,722</u>

6. Accounts Payable/Accruals:

The following is a summary of accounts payable and accruals December 31, 2020:

	Governmental Activities	Business-Type Activities	Total
Vendors	\$2,534	\$5,592	\$ 8,126
Sales Taxes	0	134	134
Accrued payroll taxes	<u>3,994</u>	<u>0</u>	<u>3,994</u>
	<u>\$6,528</u>	<u>\$5,726</u>	<u>\$12,254</u>

7. Risk Management:

The Village of Converse is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Village maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Village.

Village of Converse, Louisiana
Notes to Financial Statements
December 31, 2020

8. Related Parties:

The Village had no identified related party transactions for the year ended December 31, 2020.

9. Compensation Paid to the Mayor and Board of Aldermen:

Troy H. Terrell – Mayor	\$6,000
Christina Ebarb	1,200
Rodney Rutherford	1,200
Travis Womack	<u>1,200</u>
Total	<u>\$9,600</u>

10. Pension Plans:

All employees of the Village of Converse, Louisiana are covered by the Social Security System. Employees contribute 6.2 percent of their total salary to the System, while the Village contributes 6.2 percent. For the year ended December 31, 2020, the Village contributed \$9,327. Any future deficit in this System will be financed by the United States Government.

11. Long-Term Debt and Capitalized Leases:

During the current year, the Village had no long-term debt or capital lease obligations.

12. Litigation and Claims:

Management has advised that there is no litigation pending against the Village of Converse, Louisiana at December 31, 2020.

13. Contingencies:

On March 13, 2020, President Trump declared a national emergency relating to the COVID-19 virus. As of the date of this report, the pandemic is ongoing; however, management has evaluated the current economic conditions and declares that it has resulted in no decrease in revenues. The Village is closely monitoring its financial statements for future impacts.

14. Subsequent Events:

Management has evaluated events through May 10, 2021, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Village of Converse, Louisiana
Major Fund-General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget (GAAP Basis) and Actual
Year Ended December 31, 2020

	Budget Amounts			Variance
	Original	Final	Actual	Favorable (Unfavorable)
REVENUES:				
Taxes-				
Ad Valorem	\$ 15,500	\$ 19,500	\$ 17,067	\$ (2,433)
Licenses & Permits	38,000	38,000	33,974	(4,026)
Sales Tax	60,000	65,000	77,014	12,014
Fines & Forfeits	60,000	23,000	23,684	684
Grants	0	0	1,500	1,500
Miscellaneous-				
Royalty	4,000	1,000	1,092	92
Miscellaneous	<u>8,000</u>	<u>5,600</u>	<u>5,225</u>	<u>(375)</u>
Total Revenues	<u>\$185,500</u>	<u>\$152,100</u>	<u>\$159,556</u>	<u>\$ 7,456</u>
EXPENDITURES:				
General Government	\$ 68,400	\$ 70,900	\$ 66,717	\$ 4,183
Public Safety	99,900	77,400	72,175	5,225
Streets	38,900	34,400	29,729	4,671
Debt Service	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$214,200</u>	<u>\$182,700</u>	<u>\$168,621</u>	<u>\$14,079</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (28,700)	\$ (30,600)	\$ (9,065)	\$21,535
Fund Balance at Beginning of Year	<u>445,975</u>	<u>445,975</u>	<u>445,975</u>	<u>0</u>
Fund Balance at End of Year	<u>\$417,275</u>	<u>\$415,375</u>	<u>\$436,910</u>	<u>\$21,535</u>

See independent accountant's review report and notes to financial statements.

Village of Converse, Louisiana
Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended December 31, 2020

Agency Head Name: Troy Terrell, Mayor

<u>Purpose</u>	<u>Amount</u>
Salary	\$6,000
Benefits-Insurance	0
Benefits-Retirement	0
Deferred Compensation	0
Benefits-Other (Social Security)	372
Car allowance	0
Vehicle provided by government	0
Cell phone	0
Dues	0
Vehicle rental	0
Per diem	0
Reimbursements	0
Travel	0
Registration fees	0
Conference travel	0
Housing	0
Unvouchered expenses	0
Special meals	0
Other	<u>0</u>
Total	<u>\$6,372</u>

See independent accountant's review report.

OTHER REPORTS/SCHEDULES

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation
Roger M. Cunningham, CPA – A Professional Corporation
Jessica H. Broadway, CPA – A Professional Corporation
Ryan E. Todtenbier, CPA – A Professional Corporation

321 Bienville Street
Natchitoches, Louisiana 71457
(318) 352-3652
Fax (318) 352-4447
www.tcbtcpa.com

**INDEPENDENT ACCOUNTANT’S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Mayor and Aldermen of the
Village of Converse, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of the Village of Converse and the Legislative Auditor, State of Louisiana, (the specified parties), on the Village’s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended December 31, 2020, as required by Louisiana Revised Statute 24:516 and the *Louisiana Governmental Audit Guide*. The Village’s management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

No expenditures were found to be in violation.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

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

Management provided us with the requested information.

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

Management provided us with the requested information.

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

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

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

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

BUDGETING

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

Management provided us with a copy of the original budget. There was one amendment to the budget during the year.

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

We traced adoption and amendment of the budget to documentation in the minutes of the meeting of the Village.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Revenues and expenditures were within 5% variance allowed.

ACCOUNTING AND REPORTING

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

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

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

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

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

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

The Village's policies and procedures state that the Mayor must approve all disbursements, with subsequent approval by the full council. Checks are prepared by the Clerk and require two signatures. Documentation supporting each of the six selected disbursements included the proper approval and dual signatures. In addition, approval by the full council for each of the disbursements was traced to the Village's minute book.

MEETINGS

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

Management represented that the Village is only required to post a notice of each meeting and the accompanying agenda on the door of the Town Hall. Management has asserted that such documents were properly posted.

DEBT

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

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

ADVANCES AND BONUSES

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

We scanned payroll disbursements and read the meeting minutes of the Village council for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

STATE AUDIT LAW

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

The Village's report is due on June 30, 2021, and will be submitted prior to that date.

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

Management represented that the Village was in compliance with R.S. 24:513.

PRIOR-YEAR COMMENTS

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

Our prior year report, dated June May 15, 2020, contained one internal control finding of *Segregation of Duties*. As of December 31, 2020, the finding for lack of segregation of duties is continuing.

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

The purpose of this report is solely to describe the scope of testing performed on the Village's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Thomas, Cunningham, Broadway & Todtenbier, CPAs

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

May 10, 2021

Village of Converse, Louisiana
Schedule of Findings
For the Year Ended December 31, 2020

- I. For the year ended December 31, 2020, the Village has the following internal control finding:

2020-001 Segregation of Duties

Condition – Adequate segregation of duties requires the critical functions of key accounting processes be assigned to and performed by more than one individual. The Village does not have a sufficient number of employees to adequately separate the key accounting processes.

- II. For the year ended December 31, 2019, the Village had the following internal control finding:

2019-001 Segregation of Duties

Condition – Adequate segregation of duties requires the critical functions of key accounting processes be assigned to and performed by more than one individual. The Village does not have a sufficient number of employees to adequately separate the key accounting processes.

Status – This condition has not cleared.

VILLAGE OF CONVERSE
LOUISIANA ATTESTATION QUESTIONNAIRE

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
321 Bienville Street
Natchitoches, LA 71457

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2020 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes ☒ No ☐

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes ☒ No ☐

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes ☒ No ☐

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes ☒ No ☐

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

Yes ☒ No ☐

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes ☒ No ☐

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes ☒ No ☐

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes ☒ No ☐

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes ☒ No ☐

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes ☒ No ☐

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes ☒ No ☐

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes ☒ No ☐

Signature Troy H. Terrell

Title Mayor

Date 1-6-2020