

AIRPORT DISTRICT NO. 1  
OF JEFFERSON DAVIS PARISH

JENNINGS, LOUISIANA

ANNUAL FINANCIAL REPORT  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2023

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Langley, Williams  
& Company, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS

LESTER LANGLEY, JR.  
DANNY L. WILLIAMS  
PHILLIP D. ABSHIRE, JR.  
DAPHNE BORDELON BERKEN

NICHOLAS J. LANGLEY  
PHILLIP D. ABSHIRE, III  
SARAH CLARK WERNER  
ALEXIS H. O'NEAL  
JESSICA LOTT-HANSEN

## INDEPENDENT AUDITORS' REPORT

Board of Commissioners  
Airport District No. 1 of Jefferson Davis Parish  
Jennings, Louisiana

### Opinions

We have audited the accompanying financial statements of the business-type activities of the Airport District No. 1 of Jefferson Davis Parish (the "District"), component unit of Jefferson Davis Police Jury, as of and for the year ended April 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the District, as of April 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

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

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

## **Auditors' Responsibilities for the Audit of the Financial Statements**

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

In performing an audit in accordance with generally accepted auditing standards, we:

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

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

### **Required Supplementary Information**

The District has omitted Management's Discussion and Analysis that the Government Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate, operational, economical, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of compensation, benefits, and other payments to agency head is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits, and other payments to agency head is 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 13, 2023, on our consideration of the District'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's 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 District's internal control over financial reporting and compliance.

*Joseph Williams, CPA*

Lake Charles, Louisiana  
December 13, 2023

## **BASIC FINANCIAL STATEMENTS**

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana  
STATEMENT OF NET POSITION  
AS OF APRIL 30, 2023

ASSETS

Current assets:

Cash and cash equivalents	\$	596,068
Investments		118,466
Accounts receivable, net of allowance for doubtful accounts		112,819
Prepaid expenses		33,956
Current portion of lease receivable		276,757
Total current assets		1,138,066

Non-current assets:

Utility deposits		1,173
Capital assets (net of accumulated depreciation)		9,875,387
Lease receivable		5,776,203
Total non-current assets		15,652,763

TOTAL ASSETS		16,790,829
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LIABILITIES

Current liabilities:

Accounts payable	\$	79,358
Prepaid revenue		197,111
Tenant deposits		3,000
		279,469

TOTAL LIABILITIES		279,469
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DEFERRED INFLOW OF RESOURCES

Deferred lease revenue		6,052,960
TOTAL DEFERRED INFLOW OF RESOURCES		6,052,960

NET POSITION

Net investment in capital assets		9,875,387
Unrestricted		583,013
		10,458,400
TOTAL NET POSITION	\$	10,458,400

See accompanying notes and independent auditors' report.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
 Jennings, Louisiana  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
 For the Year Ended April 30, 2023

OPERATING REVENUES	
Property rental	\$ 403,452
Gallonage rental	15,044
Total operating revenues	418,496
OPERATING EXPENSES	
Bad debts	9,702
Dues and subscriptions	2,334
Advertising and printing	985
Utilities	24,155
Communications	35,154
Repairs and maintenance	62,438
Salaries and benefits	113,280
Professional fees	20,640
Insurance	80,178
Miscellaneous	106
Depreciation	422,961
Total operating expenses	771,933
OPERATING LOSS	(353,437)
NON-OPERATING REVENUES	
Interest income	224,130
Gain on disposal of capital asset	6,565
Total non-operating revenues	230,695
NET LOSS BEFORE CONTRIBUTIONS	(122,742)
CAPITAL CONTRIBUTIONS	267,795
CHANGE IN NET POSITION	145,053
Net position, beginning of year	10,313,347
Net position, end of year	\$ 10,458,400

See accompanying notes and independent auditors' report.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
 Jennings, Louisiana  
 STATEMENT OF CASH FLOWS  
 For the Year Ended April 30, 2023

<b>Cash flows from operating activities:</b>	
Receipts from customers and users	\$ 618,766
Payments to suppliers of goods and services	(283,825)
Net cash provided by operating activities	<u>334,941</u>
 <b>Cash flows from capital and related financing activities</b>	
Acquisition and construction of capital assets	(335,182)
Proceeds from the sale of capital assets	6,565
Contributed capital received - capital grants	267,795
Net cash used by capital and related financing activities	<u>(60,822)</u>
 Net increase in cash and cash equivalents	 274,119
 Cash and cash equivalents, beginning of year	 <u>321,949</u>
Cash and cash equivalents, end of year	<u><u>\$ 596,068</u></u>
 <b>Reconciliation of operating income to net cash provided by operating activities</b>	
Operating loss	\$ (353,437)
Adjustments:	
Depreciation expense	422,961
Bad debt expense	9,702
Interest income related to leases	223,321
(Increase)/Decrease in accounts receivable	(42,012)
(Increase)/Decrease in prepaid insurance	(7,090)
(Increase)/Decrease in prepaid revenue	8,554
(Increase)/Decrease in accounts payable	72,942
Total adjustments	<u>688,378</u>
Net cash provided by operating activities	<u><u>\$ 334,941</u></u>

See accompanying notes and independent auditors' report.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Airport District No. 1 of Jefferson Davis Parish (District) was created by the Jefferson Davis Parish Police Jury pursuant to (LSA-RS 2.311) through the passage of Parish Ordinance 483 on March 7, 1963. The District has the power and authority, within its boundaries, to acquire, construct, maintain, and operate airports and airport facilities, including both movable and immovable property. The District is a subdivision of the State of Louisiana and may issue bonds and levy taxes in accordance with Article 6, Section 30. The District may also by resolution or ordinance, establish, maintain, and collect proper and reasonable rates, charges, rents, or other fees for the use of the facilities of the airport.

Under the provision of Parish Ordinance 635, dated May 10, 1978, the District shall be governed and controlled by a board of commissioners composed of five members. Pursuant to Ordinance 635 these commissioners are appointed by the Jefferson Davis Police Jury for terms of two years from the date they assume their duties and shall serve without compensation

GASB Codification Section 2100 established criteria for determining the government reporting entity and component units that should be included within the reporting entity. Oversight responsibility by the police jury is determined on the basis of the following criteria:

1. Appointment of governing body
2. Designation of management
3. Ability to significantly influence operations
4. Accountability for fiscal matters
5. Scope of public service

Because the Police Jury appoints the governing board and because of the scope of public service, Airport District No. 1 of Jefferson Davis Parish was determined to be a component unit of the Jefferson Davis Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

**B. Basis of Presentation**

The accounts of the District are organized on the basis of a proprietary fund, which is considered a separate accounting entity or enterprise fund. Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private businesses 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.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Budgetary Practices**

The District is not required and did not adopt a budget for the period covered by the accompanying financial statements.

**D. Cash, Cash Equivalents, and Investments**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposit, money market accounts, or time deposits with state banks organized under Louisiana Law or any other state of the United States, or under the laws of the United States.

**E. Prepaid Expense**

Certain payments to vendors reflect the costs applicable to future accounting periods that are recorded as prepaid items.

**F. Capital Assets**

All capital assets are valued at historical cost or if contributed property, at their estimated fair value at the time of contribution. Repairs and maintenance are recorded as expenses; renewals and betterments are capitalized. The sale or disposal of fixed assets is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to income.

Capital assets used in the proprietary fund operations are included on the statement of net assets net of accumulated depreciation. Depreciation of all exhaustible fixed assets used by the proprietary fund operations is charged as an expense against operations. Depreciation has been calculated on each class of depreciable property using the straight-line method over the estimated useful lives of the assets as follows:

Runway and Improvements	10-40 years
Buildings and Hangers	10-50 years
Furniture and Equipment	5-10 years

**G. Fund Equity**

Contributed Capital: Grants, entitlements, or shared revenues received that are restricted for the acquisition or construction of capital assets are recorded as contributed capital. Contributed capital is not amortized based on the depreciation recognized on that portion of the assets acquired from such contributions.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**H. Reserves**

Reserves represent those portions of fund equity legally segregated for specific future use.

**I. Estimates**

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

**2. CASH AND CASH EQUIVALENTS**

As of April 30, 2023, the District had cash and cash equivalents totaling \$596,068 as follows:

Deposit Type	Reported Amount
Cash-demand deposits	\$ 596,068
	\$ 596,068

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 time equal the amount of deposit with the fiscal agent.

Bank Balance as shown by Bank	\$ 600,818
Insured (FDIC)	\$ 250,000
Uninsured, Uncollateralized:	
Pledged securities held by pledging Bank's agent in Bank's name	485,244
Total Bank Balance Secured	\$ 485,244

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**3. INVESTMENTS**

The District invests only in time certificates of deposit. The time certificates of deposit mature at least 90 days after April 30, 2023, therefore they are not classified as cash and cash equivalents and are classified as Investments.

Investments are categorized into the following three categories of credit risk in accordance with GASB Statement No. 3 to give an indication of the level of risk assumed by the District.

**Category 1** - Includes investments that are insured or registered, or securities held by the government or its agent in the District's name.

**Category 2** - Includes investments that are uninsured and unregistered, with securities held by the counter party's department or agent in the District's name.

**Category 3** - Includes investments that are uninsured and unregistered, with securities held by the counter party or by its trust department or agent but not in the District's name.

As of April 30, 2023, all the District's investments are categorized as **Category 1** Investments and mature as follows:

Time Certificate of Deposit	
Maturity Date	
0-90 days	\$ -
91-180 days	-
181-365 days	118,466
366-730 days	-
Total Time Certificates of Deposit	<u><u>\$118,466</u></u>

Under state law, these time 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 time equal the amount of the time deposits with the fiscal agent. The Time Certificates of Deposit are fully secured by FDIC Insurance or Pledged Securities held by the respective Banks' as required by state law.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**4. ACCOUNTS RECEIVABLE**

The following is a summary of receivables at year end:

Gross Receivables (customer property rentals)	\$ 112,819
Less: Allowance for doubtful accounts	<u>-</u>
Net Accounts Receivable	<u>\$ 112,819</u>

Accounts receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on an assessment of the current status of individual accounts. Balances outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. Changes in the valuation allowance have not been material to the financial statements.

**5. CAPITAL CONTRIBUTIONS FROM GOVERNMENT ENTITIES**

During the year ended April 30, 2023, the District received capital contributions from the State of Louisiana/Department of Transportation and Development, in the amount of \$267,795.

**6. LEASE RECEIVABLE AND DEFERRED LEASE REVENUE/RECENTLY ADOPTED ACCOUNTING PRONOUNCEMENTS**

The District has implemented Governmental Accounting Standards Board Statement (“GASB”) No. 87, *Leases*, during the current year for lessors. The District has several long-term leases with various entities. GASB 87 required the District to record future lease inflow at present value with an offsetting deferred inflow. See footnote 12 for the impact of the implementation.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**7. CAPITAL ASSETS**

A summary of proprietary property, plant and equipment is as follows:

	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Business-type Activities:					
Capital assets, not being depreciated:					
Land	\$ 1,283,889	\$ 15,000	\$ -	\$ -	\$ 1,298,889
Total capital assets, not being depreciated	<u>\$ 1,283,889</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,298,889</u>
Capital assets being depreciated:					
Runway and improvements	\$ 8,988,833	\$ 4,875	\$ -	\$ 926,998	\$ 9,920,706
Builders and hangers	4,677,928	-	-	-	4,677,928
Furniture and equipment	1,130,444	28,007	8,000	-	1,150,451
Construction in progress	1,195,260	287,300	-	(926,998)	555,562
Total capital assets being depreciated	<u>15,992,465</u>	<u>320,182</u>	<u>8,000</u>	<u>-</u>	<u>16,304,647</u>
Less accumulated depreciation:	<u>(7,313,188)</u>	<u>(422,961)</u>	<u>8,000</u>		<u>(7,728,149)</u>
Total capital assets being depreciated, net	<u>\$ 8,679,277</u>	<u>\$ (102,779)</u>	<u>\$ 16,000</u>	<u>\$ -</u>	<u>\$ 8,576,498</u>

Depreciation expense for the year ending April 30, 2023 was \$422,961.

**8. COMMITMENTS**

As of April 30, 2023, the District had six construction projects in progress totaling \$555,562.

**9. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; injuries to employees; and natural disasters. As of April 30, 2023, the District carries commercial insurance for general and aviation liability. During any construction phase, contractor nonperformance and liability risk is protected by requiring each contractor to post a performance bond and a certificate of liability insurance coverage for approved contracts. Previously settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**10. LITIGATION AND CLAIMS**

Claim expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. No claim expenditures or liabilities are reported in the accompanying financial statements. The District is not presently involved in any litigation as defendant.

**11. CONTINGENCIES**

The District participates in a number of Federal Financial Assistance Programs. These programs are subject to further financial and compliance audits by the grantor agencies. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time. Based on prior experience, management feels such amounts, if any, to be immaterial to the financial statements.

**12. LONG-TERM LEASES**

The District leases various parcels of land and/or buildings located at the airport to various aviation, industrial, and business concerns. These are noncancellable leases with obligated terms ranging from one to ten years or other maximums established by Louisiana Revised Statutes. Most leases contain escalation clauses.

During the year ended April 30, 2023, rental income was \$403,452 and interest income from leases was \$223,321.

As of April 30, 2023, future minimum rentals of non-cancelable operating leases of such property in aggregate are as follows:

<u>Year Ending April 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 276,757	\$ 270,734	\$ 547,491
2025	287,438	222,145	509,583
2026	305,324	187,919	493,243
2027	319,205	198,179	517,384
2028	300,024	185,959	485,983
2029 and thereafter	4,564,212	1,779,786	6,343,998
Total	<u>\$ 6,052,960</u>	<u>\$ 2,844,722</u>	<u>\$ 8,897,682</u>

**13. CONCENTRATION OF CREDIT RISK**

The District has one commercial customer that accounted for more than 10% individually of total operating revenues.

AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED APRIL 30, 2023

**14. RELATED PARTY TRANSACTIONS**

The District's airport is managed by a commercial agricultural aviation service company, Riceland Aviation, Inc., under a five year contract which began on February 1, 2005 and was renewed for another five years until January 31, 2015. A new 5 year contact was signed on August 18, 2015. Under the contract, Riceland is paid \$8,500 per month (\$102,000 annually) and allowed to occupy certain hangars, offices, and other physical structures for the operation of an aerial seed planting, crop dusting, fertilizer business, and retail sale of aviation fuel in return for providing airport management services for the District. The in-kind rental value of the occupied facilities, estimated to be \$11,280, has been recorded in the accompanying financial statements as operating revenue and as an expense for the year ending April 30, 2023. The District is currently renewing the agreement.

Three members of the Board of Commissioners lease airplane hangers from the District at fair market value. These leases provided \$5,760 in revenues to the District during the fiscal year ending April 30, 2023. All Commissioners pay their leases in advance on a yearly basis. In addition, all of the Commissioners currently leasing airplane hangers had active hanger leases years before they became members of the Board of Commissioners.

**15. CHANGES IN CONTRIBUTED CAPITAL**

The following is a summary of changes in contributed capital:

	Donated Assets	Capital Grants
Balance, Beginning of Year	\$ 751,325	\$ 8,857,881
Additions:		
Federal Aviation Administration		
Dept of Transportation and Development	-	267,795
Balance, End of Year	\$ 751,325	\$ 9,125,676

## **OTHER SUPPLEMENTARY INFORMATION**

**AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
Jennings, Louisiana**

**Schedule of Compensation, Benefits, and other Payments  
to Agency Head**

**For the Year Ended April 30, 2023**

Agency Head Name: Doug Hollier, Chairman

<u>Purpose</u>	<u>Amount</u>
Salary	\$ -
Benefits-insurance	-
Benefits-retirement	-
Benefits-dues	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-
	<hr/>
	\$ -
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The accompanying notes are an integral part of this statement.

## **OTHER REPORTS**



Langley, Williams  
& Company, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS

LESTER LANGLEY, JR.  
DANNY L. WILLIAMS  
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

Board of Commissioners  
Airport District No. 1 of Jefferson Davis Parish  
Jennings, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Airport District No. 1 of Jefferson Davis Parish (the District), a component unit of Jefferson Davis Police Jury, as of and for the year ended April 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 13, 2023.

**Report on Internal Control over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and questioned costs as (Finding 2023-1 (C)).

### **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 audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of management, the Commissioners, others within the entity, the Legislative Auditor, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, under the provisions of Louisiana Revised Statutes 24:513 and 44:6, this report is a matter of public record and its distribution is not limited.



Lake Charles, Louisiana  
December 13, 2023

**AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
(Component Unit of Jefferson Davis Police Jury)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended April 30, 2023**

Section I – Summary of Auditors’ Results

**Financial Statements**

Type of auditors’ report issued:	Unqualified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiency identified not considered to be a material weakness?	No
Noncompliance material to financial statements noted?	Yes

Section II – Current Year Findings and Management Corrective Action Plan

**Internal Control Over Financial Reporting**

There were no findings in the current year.

**Compliance**

**2023-01 (C)- Late filing of audit with Louisiana Legislative Auditor**

*Condition:* The District did not submit the audited financial statements to the Louisiana Legislative Auditor by the due date.

*Criteria:* L.R.S. 24:513 provides that the financial statements are to be filed with the Louisiana Legislative Auditor within six months of the close of the fiscal year.

*Cause:* The District engaged an auditor timely, however due to additional audit procedures required due to previous years not yet submitted, the auditor needed additional time to complete.

*Effect:* According to the Louisiana Legislative Auditor, failure to comply with the six-month statutory submission of the financial reports is a reportable instance of noncompliance with state law.

*Recommendation:* We recommend the District establish appropriate controls for ensuring the required reports will be submitted timely in the future.

*Views of Responsible Officials and Planned Corrective Actions:* The District will monitor the audit status to ensure the required reports are submitted timely in the future.

**AIRPORT DISTRICT NO. 1 OF JEFFERSON DAVIS PARISH  
(Component Unit of Jefferson Davis Police Jury)**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended April 30, 2023**

Section III – Prior Year Findings and Management Corrective Action Plan

**Internal Control Over Financial Reporting**

There were no findings in the prior year.

**Compliance**

**2022-01 (C)- Late filing of audit with Louisiana Legislative Auditor**

*Condition:* The District did not submit the audited financial statements to the Louisiana Legislative Auditor by the due date.

*Criteria:* L.R.S. 24:513 provides that the financial statements are to be filed with the Louisiana Legislative Auditor within six months of the close of the fiscal year.

*Cause:* The District engaged an auditor timely, however the auditor failed to inform them timely that he was unable to perform the audit. The District was then obligated to engage another auditor which required additional audit procedures and time to complete.

*Effect:* According to the Louisiana Legislative Auditor, failure to comply with the six-month statutory submission of the financial reports is a reportable instance of noncompliance with state law.

*Recommendation:* We recommend the District establish appropriate controls for ensuring the required reports will be submitted timely in the future.

*Views of Responsible Officials and Planned Corrective Actions:* The District will monitor the audit status to ensure the required reports are submitted timely in the future.



LESTER LANGLEY, JR.  
DANNY L. WILLIAMS  
PHILLIP D. ABSHIRE, JR.  
DAPHNE BORDELON BERKEN

NICHOLAS J. LANGLEY  
PHILLIP D. ABSHIRE, III  
SARAH CLARK WERNER  
ALEXIS H. O'NEAL  
JESSICA LOTT-HANSEN

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Airport District No.1 of Jefferson Davis Parish

Jennings, Louisiana

To the Governing Board of the Jefferson Davis Airport District No. 1 (the District) and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period May 1, 2022 through April 30, 2023. The Airport District No.1 of Jefferson Davis Parish's management is responsible for those C/C areas identified in the SAUPs.

The Airport District No.1 of Jefferson Davis Parish has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period May 1, 2022 through April 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### *Written Policies and Procedures*

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

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

**There were no exceptions noted as a result of applying the procedures.**

#### ***Board or Finance Committee***

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- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

**There were no exceptions noted as a result of applying this procedure.**
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a

minimum, on all special revenue fund. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

**There were no exceptions noted as a result of applying this procedure.**

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

**Per the prior year audit report, the unrestricted fund balance in the general fund did not have a negative ending balance; therefore, making this procedure not applicable.**

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**There were no exceptions noted as a result of applying this procedure.**

### ***Bank Reconciliations***

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3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

**We obtained a list of bank accounts from management and management's representation that the list was complete.**

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

**There were no exceptions noted as a result of applying this procedure.**

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

**There were no exceptions noted as a result of applying this procedure.**

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**There were no exceptions noted as a result of applying this procedure.**

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

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4.

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

**The entity contracts a 3rd party CPA to handle all collections. This procedure is not applicable.**

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

**The entity contracts a 3rd party CPA to handle all collections. These procedures are not applicable.**

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

**The entity contracts a 3rd party CPA to handle all collections. This procedure is not applicable.**

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
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- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

**The entity contracts a 3rd party CPA to handle all collections. These procedures are not applicable.**

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

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5.

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

**Per discussion with management, we noted only one location processes payments for the fiscal period.**

B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

**There were no exceptions noted as a result of applying this procedure.**

- b) At least two employees are involved in processing and approving payments to vendors.

**There were no exceptions noted as a result of applying this procedure.**

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

**Exception: Employees processing payments can add/modify vendors in the system.**

**Management response: Management reviews the check's payee with the invoice when the check is signed.**

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

**There were no exceptions noted as a result of applying this procedure.**

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

**There were no electronic disbursements, therefore, this procedure is not applicable.**

C. For each location selected under #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's

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representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

**There were no exceptions noted as a result of applying this procedure.**

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

**There were no exceptions noted as a result of applying this procedure.**

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g. sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

**This procedure is not applicable due to the entity not having any electronic non-payroll disbursements for this period.**

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

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6.

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

**This procedure is not applicable to the entity. They do not have any credit cards, bank debit cards, fuel cards, and P-cards.**

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

**This procedure is not applicable to the entity. They do not have any credit cards, bank debit cards, fuel cards, and P-cards.**

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

**This procedure is not applicable to the entity. They do not have any credit cards, bank debit cards, fuel cards, and P-cards.**

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- C. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

**This procedure is not applicable to the entity. They do not have any credit cards, bank debit cards, fuel cards, and P-cards.**

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

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- 7.
- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

**This procedure is not applicable due to the entity not having travel expenses for the fiscal year.**

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**These procedures are not applicable due to the entity not having travel expenses for the fiscal year.**

### ***Contracts***

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- 8.
- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and:

**We obtained a list from the 3<sup>rd</sup> party CPA.**

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- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

**There were no exceptions noted as a result of applying the above procedures.**

### ***Payroll and Personnel***

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9.
  - A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

**The entity does not have any employees, as such this procedure is not applicable.**

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #9 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

**These procedures are not applicable due to the entity not having employees.**

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

**The procedure is not applicable due to the entity not having employees.**

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- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

**The procedure is not applicable due to the entity not having employees.**

### ***Ethics***

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10.

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

**These procedures are not applicable due to the entity not having employees.**

### ***Debt Service***

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11.

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

**No debt was issued during the fiscal period; therefore, this procedure is not applicable.**

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**No debt was issued during the fiscal period; therefore, this procedure is not applicable.**

### ***Fraud Notice***

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12.

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

**Management has asserted that the entity did not have any misappropriations of public funds or assets.**

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

**The entity has posted on its premises the notice required by R.S. 24:523.1.**

***Information Technology Disaster Recovery/Business Continuity***

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13.

- A. Perform the following procedures, verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”

- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

**The entity doesn’t have any critical data. All the services are contracted out. These procedures are not applicable.**

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**The entity doesn’t have any critical data. All the services are contracted out. This procedure is not applicable.**

***Sexual Harassment***

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14.

- A. Using the 5 randomly selected employees/officials from procedure #9 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

**The procedure is not applicable due to the entity not having employees.**

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B. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

**The procedure is not applicable due to the entity not having employees.**

C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- i) Number and percentage of public servants in the agency who have completed the training requirements;
- ii) Number of sexual harassment complaints received by the agency;
- iii) Number of complaints which resulted in a finding that sexual harassment occurred;
- iv) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v) Amount of time it took to resolve each complaint.

**These procedures are not applicable due to the entity not having employees.**

We were engaged by the Airport District No.1 of Jefferson Davis Parish to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Airport District No.1 of Jefferson Davis Parish and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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



Lake Charles, LA  
December 13, 2023

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