

Beauregard Parish Library  
Beauregard Parish Police Jury  
State of Louisiana

Annual Financial Statements  
With Independent Auditor's Report

December 31, 2023

## Table of Contents

	Statement	Page(s)
INDEPENDENT AUDITOR’S REPORT	-	1-3
BASIC FINANCIAL STATEMENTS:		
Statement of Net Position	A	5
Statement of Activities	B	6
Balance Sheet – Governmental Funds	C	7
Reconciliation of the Governmental Funds Balance Sheet to Statement of Net Position	D	8
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	E	9
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	F	10
Notes to the Financial Statements	-	12-23
	Schedule	Page(s)
Required Supplemental Information		
General Fund – Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual Schedule of the Library’s Proportionate Share of the Net Pension Liability	1	25
Schedule of the Library’s Pension Contribution	2	26-27
	3	28-29
Other Supplemental Information		
Schedule of Compensation, Benefits and Other Payments to Agency Head	4	31
Other Reports		
Schedule of Prior Year Audit Findings	5	33
Schedule of Current Year Audit Findings and Management’s Response	6	34
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 <i>Government Auditing Standards</i>	-	35-36
Independent Accountant’s Report on Applying Agreed-Upon Procedures	-	37-46

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## INDEPENDENT AUDITOR'S REPORT

Members of the Board of Control  
Beauregard Parish Library  
Parish of Beauregard  
State of Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the major fund of the Beauregard Parish Library, a component unit of the Beauregard Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Beauregard Parish Library'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 governmental activities and the major fund of the Beauregard Parish Library, as of December 31, 2023, and the respective changes in financial position 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Beauregard Parish Library 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 Beauregard Parish Library'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.

***Auditor’s Responsibilities for the Audit of the Financial Statements***

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

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Beauregard Parish Library’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 Beauregard Parish Library’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***

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, budgetary comparison information, schedule of the Library’s proportionate share of the net pension liability and schedule of the Library’s pension contribution on pages 25 through 29 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Beauregard Parish Library’s basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head is presented for purposes of additional analysis and is 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 June 21, 2024, on our consideration of the Beauregard Parish Library’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 Beauregard Parish Library’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 Beauregard Parish Library’s internal control over financial reporting and compliance.



DeRidder, Louisiana  
June 21, 2024

## BASIC FINANCIAL STATEMENTS

Statement of Net Position  
December 31, 2023

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 2,757,714
Investments	5,878,270
Receivables:	
Ad valorem taxes	2,704,433
Capital assets, not being depreciated	429,874
Capital assets being depreciated, net	1,087,413
Total assets	\$ 12,857,704
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pensions	\$ 457,580
Total assets and deferred outflows of resources	\$ 13,315,284
<b>LIABILITIES</b>	
Accounts payable	\$ 23,774
Contracts payable	36,037
Pension payable - ad valorem tax	98,784
Long-term obligations:	
Due in more than one year	376,938
Total liabilities	\$ 535,533
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pensions	\$ 38,180
Total liabilities and deferred inflows of resources	\$ 573,713
<b>NET POSITION</b>	
Net investment in capital assets	\$ 1,481,250
Unrestricted	11,260,321
Total net position	\$ 12,741,571
Total liabilities, deferred inflows of resources and net position	\$ 13,315,284

The accompanying notes are an integral part of this statement.

Statement of Activities  
For the Year Ended December 31, 2023

Program Activities	Expenses	Program Revenues		Net (Expenses)
		Charges for Services	Operating Grants and Contributions	Revenues and Changes in Net Position
Governmental activities:				Governmental
Culture and recreation	\$ 1,975,338	\$ 9,009	\$ 5,347	Activities
				\$ (1,960,982)
General revenues:				
Ad valorem taxes				\$ 2,972,735
State revenue sharing				53,555
Book sales				229
Expenditure reimbursement				5,706
Unrealized gain on investments				742,707
Investment earnings				82,998
Nonemployer pension revenue				8,152
Miscellaneous				1,021
Total general revenues				\$ 3,867,103
Change in net position				\$ 1,906,121
Net position at beginning of year				10,835,450
Net position at end of year				\$ 12,741,571

The accompanying notes are an integral part of this statement.



Balance Sheet  
 Governmental Funds  
 December 31, 2023

	<u>Major Fund</u>
	<u>General Fund</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 2,757,714
Investments	5,878,270
Receivables:	
Ad valorem taxes	2,704,433
Total assets	<u>\$ 11,340,417</u>
<b>LIABILITIES</b>	
Liabilities:	
Accounts payable	\$ 23,774
Contracts payable	36,037
Pension payable - Ad valorem tax	98,784
Total liabilities	<u>\$ 158,595</u>
<b>FUND BALANCES</b>	
Fund Balances:	
Committed	\$ 4,218,379
Unassigned	6,963,443
Total fund balance	<u>\$ 11,181,822</u>
Total liabilities and fund balances	<u>\$ 11,340,417</u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet  
to Statement of Net Position  
December 31, 2023

Total fund balance - total governmental funds	\$	11,181,822
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheets.		1,517,287
Pension-related changes in net pension liability that are only reported in the Statement of Net Position as deferred outflows		457,580
Pension-related changes in net pension liability that are only reported in the Statement of Net Position as deferred inflows		(38,180)
Net pension liability and compensated absences payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Due within one year	\$	-
Due in more than one year		(376,938)
		<u>(376,938)</u>
Net position of governmental activities	\$	<u>12,741,571</u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances  
 Governmental Funds  
 For the Year Ended December 31, 2023

	<u>Major Fund</u>
	<u>General Fund</u>
Revenues	
Taxes:	
Ad valorem	\$ 2,972,735
Intergovernmental:	
State revenue sharing	53,555
Charges for services	9,009
Investment income	82,998
Donations	5,347
Sales	229
Expenditure reimbursement	5,706
Miscellaneous	<u>1,021</u>
Total revenues	<u>\$ 3,130,600</u>
Expenditures	
Personal services and related benefits	\$ 1,170,078
Travel and training	26,403
Supplies and materials	80,623
Operating services	162,678
Contracted services	71,955
Capital outlay	<u>467,809</u>
Total expenditures	<u>\$ 1,979,546</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 1,151,054</u>
Other financing sources:	
Unrealized gain on investments	<u>\$ 742,707</u>
Net change in fund balance	\$ 1,893,761
Fund balances at beginning of year	<u>\$ 9,288,061</u>
Fund balances at end of year	<u><u>\$ 11,181,822</u></u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balances of Governmental  
Funds to the Statement of Activities  
For the Year Ended December 31, 2023

Net change in fund balances - total governmental funds	\$	1,893,761
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.		467,809
Compensated absences reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.		6,250
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.		(137,596)
Pension expense is based on employer contributions in the governmental funds, but is an actuarially calculated expense on the Statement of Activities.		(58,622)
Net change in unavailable revenue, ad valorem taxes and state revenue sharing adjustment		<u>(265,481)</u>
Change in net position of governmental activities	\$	<u><u>1,906,121</u></u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

## Beauregard Parish Library

Notes to the Financial Statements  
As of and for the Year Ended December 31, 2023

### INTRODUCTION

The Beauregard Parish Library was created by, the Beauregard Parish Police Jury, State of Louisiana in accordance with Louisiana Revised Statute 25:211. The Library provides library facilities to the residents of the parish. A board of nine control members appointed by the Beauregard Parish Police Jury, State of Louisiana, governs the Library and are not compensated for their services. Twenty-seven employees handle the administrative and clerical duties of the Library. The accounting policies of the Library conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide, *Audits of State and Local Government Units*.

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Beauregard Parish Library is considered a component unit of the Beauregard Parish Police Jury. As a component unit, the accompanying financial statements are included within the reporting of the primary government, whether blended into those financial statements or separately reported as discrete component units.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The government-wide financial statements (i.e., the statement of net position and the statement activities) report information on all of the nonfiduciary activities of the Beauregard Parish Library. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for services.

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

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the funds financial statements.

#### B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Beauregard Parish Library

Notes to the Financial Statements (Continued)

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Beauregard Parish Library reports the following major governmental fund:

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

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

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

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

**C. Deposits and Investments**

The Library’s cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Library’s investment policy allow the Library to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities. The Library is exposed to custodial credit risk (bank balances not covered by depository insurance) but has no policy addressing this risk.

**D. Receivables and Payables**

All trade and property taxes receivable are shown net of an allowance for collectibles.

The Library levies taxes on real and business personal property located within the boundaries of the parish. Property taxes are levied by the Library on property values assessed by the Beauregard Parish Tax Assessor and approved by the State of Louisiana Tax Commission. The Beauregard Parish Sheriff and Ex-Officio Tax Collector bills and collects property taxes for the Library. Collections are remitted to the Library monthly. The Library recognizes property tax revenues when levied.

Property Tax Calendar	
Assessment date	January 1, 2023
Levy date	June 30, 2023
Tax bills mailed	October 15, 2023
Total taxes are due	December 31, 2023
Penalties & interest due	January 31, 2024
Lien date	January 31, 2024
Tax sale	May 31, 2024

For the year ended December 31, 2023, taxes of 7.85 mills were levied on property with an assessed valuation totaling \$367,974,565, and were dedicated as follows. Property taxes are levied on a calendar year basis and become due on January 1 each year. The following is a summary of authorized and levied ad valorem taxes:

Beauregard Parish Library

Notes to the Financial Statements (Continued)

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Taxes due for:			Renewed
General Maintenance	7.85	7.85	Annually

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

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>	<u>Ad Valorem Tax Revenue for District</u>
Cheniere Creole Trail Pipeline	Oil & Gas	\$ 22,110,730	6.00%	\$ 173,569
DTM Leap Gas Gathering	Oil & Gas	22,212,052	6.03%	174,364
Packaging Corporation of America	Paper Products	43,420,173	11.80%	340,848
Total		<u>\$ 87,742,955</u>	<u>23.83%</u>	<u>\$ 688,781</u>

**E. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Library maintains a threshold level of \$2,000 or more for capitalizing capital assets.

According to GASB 34 Beauregard Parish Library was not required to retroactively report infrastructure assets in its financial statements, therefore, these assets have not been reported in the financial statements.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

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

<u>Description</u>	<u>Estimated Lives</u>
Improvements	20-40 years
Buildings	40-50 years
Furniture and fixtures	5-15 years
Vehicles	5-20 years
Machinery and equipment	5-20 years
Library collections	3-10 years

**F. Compensated Absences**

The Beauregard Parish Library has the following policy relating to vacation and sick leave.

Each full-time employee and part-time employee that works a minimum of 20 hours per week is eligible to earn vacation and sick leave. Employees earn ten to thirty annual and sick days per year depending upon the number of years of service and number of hours worked. Annual leave cannot be accumulated past the employee's anniversary date each year. Sick leave can be accumulated for use; however, employees who resign, retire or are dismissed from employment shall not be paid for any accrued sick leave.



Beauregard Parish Library

Notes to the Financial Statements (Continued)

**G. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, statement of net position. Bonds payable are reported net of the applicable bond premium or discount.

The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**H. Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**I. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Library, which are either unusual in nature or infrequent in occurrence. The Library had no extraordinary or special items for the year ended December 31, 2023.

**J. Estimates**

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

**K. Fund Balances**

Committed                      Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts.

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

**L. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employee's Retirement System of Louisiana (PERS) and additions to/deductions from PERS's fiduciary net positions have been determined on the same basis as they are reported by PERS. The financial statements were prepared using the accrual basis of accounting. Member and employer contributions are recognized when due, pursuant to formal commitments and statutory requirements. Benefits and refunds of employee contributions are recognized when due and payable in accordance with the statutes governing PERS. Expenses are recognized when the liability is incurred, regardless of when payment is made. Investments are reported at fair value on a trade date basis. The fiduciary net position is reflected in the measurement of the Library's proportionate share of the plans net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense.

Beauregard Parish Library

Notes to the Financial Statements (Continued)

**M. Deferred Outflows/Inflows of Resources**

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

**2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

*BUDGET INFORMATION* The Library uses the following budget practices:

1. The Library’s Director prepares a proposed budget and presents it to the Board of Control at the last regularly scheduled board meeting before the beginning of each fiscal year.
2. After the proposed budget is presented to the Board of Control, the Board publishes the proposed budget and notifies the public that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held by the Board on the proposed budget at least ten days after publication of the call for the hearing.
4. Any changes in the proposed annual operating budget require a majority vote of the Board of Control.
5. The Board of Control adopts the annual operating budget for the ensuing fiscal year at a specially called meeting immediately after the public hearing.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Library. All budgetary appropriations lapse at the end of each fiscal year.

**3. CASH AND CASH EQUIVALENTS**

At December 31, 2023, the Library has cash and cash equivalents (book balances) totaling \$2,757,714 as follows:

NOW accounts	\$ 2,756,725
Petty cash	989
Total	<u>\$ 2,757,714</u>

The cash and cash equivalents of the Beauregard Parish Library are subject to the following risk:

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

Beauregard Parish Library

Notes to the Financial Statements (Continued)

At December 31, 2023, the Library has \$2,826,311 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance and \$2,576,311 of pledged securities held by an unaffiliated bank of the pledgor bank. These pledged securities are deemed by law to be under the control and possession and in the name of the Library and are therefore properly collateralized.

**4. INVESTMENTS**

The Library's investments are made in accordance with Louisiana Revised Statute (LSA R.S.) 33:2955. The state-authorized investments are as follows:

U.S. Treasury obligations

U.S. government agencies

U.S. government instrumentalities

Collateralized repurchase agreements

Collateralized certificates of deposit with Louisiana-domiciled institutions

Collateralized interest-bearing bank accounts

Mutual or trust funds that are registered with the Securities and Exchange Commission, which have underlying investments consisting of and limited to securities of the U.S. government or its agencies

Guaranteed investment contracts having one of the two highest short-term rating categories of either Standard and Poor's Corporation (S&P) or Moody's Investors Service (Moody's)

Investment-grade (A-1/P-1) commercial paper of domestic U.S. corporations

Louisiana Asset Management Pool (LAMP)

Obligations of state agencies, counties, cities, and other political subdivisions of any state rated as to investment quality not less than A or its equivalent

Any other investments allowed by state statute for local governments

As of December 31, 2023, the Library had the following investments:

Investment Type	% of Portfolio	Fair Value	Investment Maturities			
			Less Than One Year	One - Five Years	Six - Ten Years	More Than Ten Years
U.S. Government and agency securities:						
US Treasury bills	17.37%	\$ 1,020,500	\$ 1,020,500	\$ -	\$ -	\$ -
FHLB Bonds	32.49%	1,909,734	1,788,278	121,456	-	-
US Treasury Institutional Fund	18.57%	1,091,896	1,091,896	-	-	-
US Treasury Note	8.72%	512,867	512,867	-	-	-
FHLB Notes	18.46%	1,084,949	-	1,084,949	-	-
FFCB Bonds	4.39%	258,324	-	258,324	-	-
<b>Total</b>	<b>100.00%</b>	<b>\$ 5,878,270</b>	<b>\$ 4,413,541</b>	<b>\$ 1,464,729</b>	<b>\$ -</b>	<b>\$ -</b>

Beauregard Parish Library

Notes to the Financial Statements (Continued)

Interest Rate Risk – The Library does not have a formal policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk/Concentration of Credit Risk – Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Library limits investments to government securities that are direct and indirect obligations of the United States Government. At December 31, 2023, the Library did not have any such investments.

Custodial Credit Risk – For an investment, custodial credit risk is the risk that in the event of the failure of a counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library requires all investments to be in the Library’s name and all ownership

securities to be evidenced by an acceptable safekeeping receipt issued by a third-party financial institution which is acceptable to the Library. Accordingly, the Library had no custodial credit risk related to its investments at December 31, 2023.

The Library limits investments to fully insured and/or fully collateralized certificates of deposit and direct and indirect obligations of U.S. government agencies. The Library’s investments in mortgage-backed securities and United States government agency securities were rated an Aaa by National Financial Services, LLC at December 31, 2023.

**5. RECEIVABLES**

The receivables of \$2,704,433 at December 31, 2023, are as follows:

<u>Class of receivable</u>	<u>General Fund</u>
Ad valorem taxes	\$ 2,704,433

**6. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2023, for the Library is as follows:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets not being depreciated				
Land	\$ 128,500	\$ -	\$ -	\$ 128,500
Work in progress	26,720	274,654	-	301,374
Total capital assets not being depreciated	<u>\$ 155,220</u>	<u>\$ 274,654</u>	<u>\$ -</u>	<u>\$ 429,874</u>
Capital assets being depreciated				
Buildings	\$ 2,326,497	\$ 11,195	\$ -	\$ 2,337,692
Machinery and equipment	891,930	29,197	-	921,127
Library collection	966,548	152,763	-	1,119,311
Total capital assets being depreciated	<u>\$ 4,184,975</u>	<u>\$ 193,155</u>	<u>\$ -</u>	<u>\$ 4,378,130</u>
Less accumulated depreciation for:				
Buildings	\$ 1,847,403	\$ 46,022	\$ -	\$ 1,893,425
Machinery and equipment	855,681	11,694	-	867,375
Library collection	450,037	79,880	-	529,917
Total accumulated depreciation	<u>\$ 3,153,121</u>	<u>\$ 137,596</u>	<u>\$ -</u>	<u>\$ 3,290,717</u>
Total capital assets being depreciated, net	<u>\$ 1,031,854</u>	<u>\$ 55,559</u>	<u>\$ -</u>	<u>\$ 1,087,413</u>

Beauregard Parish Library

Notes to the Financial Statements (Continued)

Depreciation expense of \$137,596 for the year ended December 31, 2023, was charged to the following governmental functions:

Culture and recreation	\$ 137,596
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**7. INVESTED IN CAPITAL ASSETS – NET**

	Governmental Activities
Capital assets not being depreciated	\$ 429,874
Capital assets being depreciated	4,378,130
Total capital assets	\$ 4,808,004
Less:	
Accumulated depreciation	\$ 3,290,717
Contracts payable	36,037
Total	\$ 3,326,754
Net investment in capital assets	\$ 1,481,250

**8. CONSTRUCTION COMMITMENTS**

The Library has one construction project as of December 31, 2023. The East Beauregard construction project is a new library at the East Beauregard Library location.

Project	Spent to Date	Remaining Commitment
East Beauregard Library	\$ 301,374	\$ 147,188

**9. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$158,595 at December 31, 2023, are as follows:

	General Fund
Contracts	\$ 36,037
Accounts	23,774
Pension - ad valorem tax	98,784
Total	\$ 158,595

**10. PENSION PLAN**

*Plan Description.* Substantially all employees of the Beauregard Parish Library are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Library are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to 1% of final average salary plus \$24 for each year of supplemental plan-only service earned before January 1, 1980. Final average salary is the employee's average

Beauregard Parish Library

Notes to the Financial Statements (Continued)

salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

*Funding Policy.* Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the Library is required to contribute at an actuarially determined rate. The current rate is 11.50% of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. The tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Library are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Library's contributions to the System under Plan A for the years ending December 31, 2023, 2022, and 2021 were \$76,505, \$68,256, and \$70,614 respectively, equal to the required contributions for each year.

*Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At December 31, 2023, the Library reported a liability (asset) of \$336,735 for its proportionate share of net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2022 and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability (asset) was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating Library's, actuarially determined. At December 31, 2022 the Library's proportion was .087491%, which was an increase of .001575% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the Library recognized pension expense (benefit) of \$143,812 minus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$536. At December 31, 2023, the Library recognized deferred outflows of resources and deferred inflows of resources related to pension from the following:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 12,450	\$ 37,100
Changes of assumptions	10,746	-
Net difference between projected and actual earnings on pension plan investments	355,484	-
Changes in proportion and the difference between the District's contributions and proportionate share of contributions	-	1,036
Difference between employer and proportionate share of contribution	2,395	44
Employer contributions subsequent to the measurement date	76,505	-
Total	<u>\$ 457,580</u>	<u>\$ 38,180</u>

The \$76,505 reported as deferred outflows of resources related to pensions resulting from the Library's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability or an increase of the

Beauregard Parish Library

Notes to the Financial Statements (Continued)

net pension asset in the year ended December 31, 2023. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	
2024	\$ 13,073
2025	57,304
2026	113,157
2027	159,361
Total	<u>\$ 342,895</u>

*Actuarial Methods and Assumptions*

The net pension liability (asset) was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability (asset) of the Library as of December 31, 2022 are as follows:

	<u>Plan A</u>
Total Pension Liability	\$ 4,076,158
Plan Fiduciary Net Position	(3,739,423)
Total Net Pension Liability/(Asset)	<u>\$ 336,735</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2022 are as follows:

Valuation Date	December 31, 2022
Actuarial Cost Method	Plan A – Entry Age Normal
Investment Rate of Return	6.40% Net of investment expense, including inflation
Estimated Remaining Service Lives	4 years
Projected Salary Increases	Plan A – 4.75%
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the system and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Inflation Rate	2.30%

Beauregard Parish Library

Notes to the Financial Statements (Continued)

The discount rate used to measure the total pension liability was 6.40% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ending December 31, 2022.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2022 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed income	33.00%	1.17%
Equity	51.00%	3.58%
Alternatives	14.00%	0.73%
Real assets	2.00%	0.12%
Totals	<u>100.00%</u>	<u>5.60%</u>
Inflation		<u>2.10%</u>
Expected Arithmetic Nominal Return		<u>7.70%</u>

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement Plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

*Sensitivity to Changes in Discount Rate*

The following presents the net pension liability (asset) of the participating Library as of December 31, 2022 calculated using the discount rate of 6.40%, as well as what the employers' net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower 5.40%, or one percentage point higher 7.40% than the current rate:



Beauregard Parish Library

Notes to the Financial Statements (Concluded)

	<u>Changes in Discount Rate:</u>		
	1.00% Decrease 5.40%	Current Discount Rate 6.40%	1.00% Increase 7.40%
Net Pension Liability (Asset)	<u>\$ 832,756</u>	<u>\$ 336,735</u>	<u>\$ (79,116)</u>

**11. LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions for the year ended December 31, 2023:

	<u>Compensated Absences</u>	<u>Net Pension Liability (Asset)</u>	<u>Total</u>
Long-term obligations at beginning of year	\$ 46,453	\$ (404,702)	\$ (358,249)
Additions	52,004	817,942	869,946
Reductions	-	(76,505)	(76,505)
Compensated absences used	<u>(58,254)</u>	<u>-</u>	<u>(58,254)</u>
Long-term obligations at end of year	<u>\$ 40,203</u>	<u>\$ 336,735</u>	<u>\$ 376,938</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of December 31, 2023:

	<u>Compensated Absences</u>	<u>Net Pension Liability (Asset)</u>	<u>Total</u>
Current portion	\$ -	\$ -	\$ -
Long-term portion	40,203	336,735	376,938
Total	<u>\$ 40,203</u>	<u>\$ 336,735</u>	<u>\$ 376,938</u>

**12. COMMITTED FUND BALANCE**

The following is a summary of the long-term obligation transactions for the year ended December 31, 2023:

Grant match	\$ 10,000
Building asset replacement and repair	2,776,879
East Beauregard capital expenditure	571,065
South Beauregard capital expenditure	603,500
Hillman fund	55
McElvin bequest	249,959
Rotary grant	1,574
Telehealth grant	5,347
Total	<u>\$ 4,218,379</u>

REQUIRED SUPPLEMENTAL INFORMATION

General Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the Year Ended December 31, 2023

	Budgeted Amounts		Actual Amount Budgetary Basis	Budget to Actual differences over (under)
	Original	Final		
<b>Revenues</b>				
Taxes:				
Ad valorem	\$ 2,572,194	\$ 2,791,223	\$ 2,972,735	\$ 181,512
Intergovernmental:				
State revenue sharing	55,067	55,067	53,555	(1,512)
Charges for services	4,000	4,000	9,009	5,009
Investment income	1,300	1,300	82,998	81,698
Donations	500	500	5,347	4,847
Sales	-	-	229	229
Expenditure reimbursement	-	-	5,706	5,706
Miscellaneous	-	-	1,021	1,021
<b>Total revenues</b>	<b>\$ 2,633,061</b>	<b>\$ 2,852,090</b>	<b>\$ 3,130,600</b>	<b>\$ 278,510</b>
<b>Expenditures</b>				
Personal services and related benefits	\$ 1,352,089	\$ 1,443,150	\$ 1,170,078	\$ 273,072
Travel and training	49,050	46,000	26,403	19,597
Supplies and materials	102,000	139,200	80,623	58,577
Operating services	387,735	509,475	162,678	346,797
Contracted services	94,000	104,500	71,955	32,545
Capital outlay	387,120	458,540	467,809	(9,269)
<b>Total expenditures</b>	<b>\$ 2,371,994</b>	<b>\$ 2,700,865</b>	<b>\$ 1,979,546</b>	<b>\$ 721,319</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>\$ 261,067</b>	<b>\$ 151,225</b>	<b>\$ 1,151,054</b>	<b>\$ 999,829</b>
<b>Other financing sources:</b>				
Unrealized gain on investments	\$ -	\$ -	\$ 742,707	\$ 742,707
<b>Net change in fund balance</b>	<b>261,067</b>	<b>151,225</b>	<b>1,893,761</b>	<b>1,742,536</b>
<b>Fund balances at beginning of year</b>	<b>8,980,000</b>	<b>9,288,061</b>	<b>9,288,061</b>	<b>-</b>
<b>Fund balances at end of year</b>	<b>\$ 9,241,067</b>	<b>\$ 9,439,286</b>	<b>\$ 11,181,822</b>	<b>\$ 1,742,536</b>

Schedule of the District's Share of the Net Pension Liability (Asset)  
For the Year Ended December 31, 2023

Parochial Employees' Retirement System of Louisiana	December 31, 2015	December 31, 2016	December 31, 2017	December 31, 2018	December 31, 2019
Library's proportion of the net pension liability (asset)	.092694%	.094906%	.082110%	.079175%	.086403%
Library's proportionate share of the net pension liability (asset)	\$ 25,343	\$ 249,820	\$ 169,109	\$ (58,767)	\$ 383,488
Library's covered-employee payroll	\$ 392,681	\$ 541,897	\$ 486,962	\$ 530,384	\$ 550,934
Library's proportionate share of the net pension liability (asset) as a percentage of it's covered-employee payroll	6.45%	46.10%	34.73%	(11.08)%	69.61%
Plan fiduciary net position as a percentage of the total pension liability	99.15%	92.23%	94.15%	101.98%	88.86%

(Continued)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Schedule of the District's Share of the Net Pension Liability (Asset)  
For the Year Ended December 31, 2023

Parochial Employees' Retirement System of Louisiana	December 31, 2020	December 31, 2021	December 31, 2022	December 31, 2023
Library's proportion of the net pension liability (asset)	.079911%	.085213%	.085916%	.087491%
Library's proportionate share of the net pension liability (asset)	\$ 3,762	\$ (149,414)	\$ (404,702)	\$ 336,735
Library's covered-employee payroll	\$ 506,697	\$ 569,143	\$ 576,441	\$ 665,258
Library's proportionate share of the net pension liability (asset) as a percentage of it's covered-employee payroll	0.74%	(26.25)%	(70.21)%	50.62%
Plan fiduciary net position as a percentage of the total pension liability	99.88%	104.00%	110.46%	91.74%

(Concluded)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Schedule of the District's Pension Contribution  
For the Year Ended December 31, 2023

Parochial Employees' Retirement System of Louisiana	December 31, 2015	December 31, 2016	December 31, 2017	December 31, 2018	December 31, 2019
Contractually required contribution	\$ 78,575	\$ 63,305	\$ 66,298	\$ 63,358	\$ 58,720
Contributions in relation to the contractually required contribution	<u>78,575</u>	<u>63,305</u>	<u>66,298</u>	<u>63,358</u>	<u>58,720</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Library's covered-employee payroll	\$ 541,897	\$ 486,962	\$ 530,384	\$ 550,934	\$ 506,697
Contributions as a percentage of covered-employee payroll	14.50%	13.00%	12.50%	11.50%	11.50%

(Continued)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

Schedule of the District's Pension Contribution  
For the Year Ended December 31, 2023

Parochial Employees' Retirement System of Louisiana	December 31, 2020	December 31, 2021	December 31, 2022	December 31, 2023
Contractually required contribution	\$ 69,720	\$ 70,614	\$ 68,256	\$ 76,505
Contributions in relation to the contractually required contribution	<u>69,720</u>	<u>70,614</u>	<u>68,256</u>	<u>76,505</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Library's covered-employee payroll	\$ 569,143	\$ 576,441	\$ 593,528	\$ 665,258
Contributions as a percentage of covered-employee payroll	12.25%	12.25%	11.50%	11.50%

(Concluded)

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

OTHER SUPPLEMENTAL INFORMATION



Schedule of Compensation, Benefits and  
Other Payments to Agency Head  
For the Year Ended December 31, 2023

Agency Head Name - Erin Chesnutt

Purpose	Amount
Salary	\$ 74,618
Benefits - insurance	12,556
Benefits - retirement	8,581
Deferred compensation	-
Benefits - other	-
Car allowance	-
Vehicle provided by government	-
Cell phone	-
Dues	1,499
Vehicle rental	-
Per diem	-
Reimbursements	3,227
Travel	-
Registration fees	1,131
Conference travel	4,621
Housing	-
Unvouchered expenses	-
Special meals	-
Other	-

## OTHER REPORTS

Schedule of Prior Year Audit Findings  
For the Year Ended December 31, 2023

There were no prior year audit findings as of December 31, 2022.

Schedule of Current Year Audit Findings and Management's Response  
For the Year Ended December 31, 2023

There were no current year audit findings as of December 31, 2023.

# Windham & Reed, L.L.C.

*Certified Public Accountants*

1620 North Pine Street  
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John A. Windham, CPA  
Charles M. Reed, Jr., CPA

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

Members of the Board of Control  
Beauregard Parish Library  
Parish of Beauregard  
State of 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 governmental activities and the major fund of Beauregard Parish Library, a component unit of the Beauregard Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise Beauregard Parish Library's basic financial statements, and have issued our report thereon dated June 21, 2024.

## **Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Beauregard Parish Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Beauregard Parish Library's internal control. Accordingly, we do not express an opinion on the effectiveness of Beauregard Parish Library'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 or significant deficiencies may exist that have not been identified.

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

As part of obtaining reasonable assurance about whether Beauregard Parish Library'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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Members of the Board of Control  
Beauregard Parish Library  
Parish of Beauregard  
State of Louisiana  
Page 2

**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 Library'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.

A handwritten signature in black ink that reads "John A. Windham, CPA". The signature is written in a cursive style with a large initial 'J'.

DeRidder, Louisiana  
June 21, 2024

# Windham & Reed, L.L.C.

*Certified Public Accountants*

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Members of the Board of Control  
Beauregard Parish Library  
Parish of Beauregard  
State of Louisiana

To the Beauregard Parish Library and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. Beauregard Parish Library's management is responsible for those C/C areas identified in the SAUPs.

Beauregard Parish Library has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 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:

### 1) *Written Policies and Procedures*

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A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

*No exceptions noted.*

- ii. **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.

*Exception: How vendors are added to the vendor list is not addressed.*

- iii. **Disbursements**, including processing, reviewing, and approving.

*No exceptions noted.*

- iv. **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).

*No exceptions noted.*

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.  
*No exceptions noted.*
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.  
*No exceptions noted.*
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*No exceptions noted.*
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
*No exceptions noted.*
- ix. **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.  
*No exceptions noted.*
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*No exceptions noted.*
- xi. **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.  
*No exceptions noted.*
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
*No exceptions noted.*

## 2) **Board or Finance Committee**

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- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.  
*No exceptions noted.*
  - ii. 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 comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*  
*No exceptions noted.*



- iii. 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.

*Not applicable.*

- iv. 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.

*Not applicable.*

### 3) **Bank Reconciliations**

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- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (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:

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

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- 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).

*Only one deposit site.*

- 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

- i. Employees responsible for cash collections do not share cash drawers/registers;

*Exception: Only one cash drawer that different employees use.*

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

*No exceptions noted.*

Members of the Board of Control  
Beauregard Parish Library  
Parish of Beauregard  
State of Louisiana

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

- i. Observe that receipts are sequentially pre-numbered.

*Receipts are not sequentially numbered.*

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*No exceptions noted.*

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

*No exceptions noted.*

- iv. Observe that 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).

*Exception: Deposits were held for more than a day.*

- v. Trace the actual deposit per the bank statement to the general ledger.

*Examined two random deposit dates for each account, no exceptions noted.*

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

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

*Only one location processes payments.*

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

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

*No exceptions noted.*

- ii. At least two employees are involved in processing and approving payments to vendors;

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- v. 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.

*[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]*

*No exceptions noted.*

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

*No exceptions noted.*

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

*No exceptions noted.*

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

*No exceptions noted.*

**6) Credit Cards/Debit Cards/Fuel Cards/P-Cards**

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

- 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:

- i. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

*No exceptions noted.*

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

*No exceptions noted.*

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions noted.*

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

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

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

**8) Contracts**

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

- i. 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;

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

## 9) **Payroll and Personnel**

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- 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.

*No exceptions noted.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

*No exceptions noted.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

*No exceptions noted.*

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

*No exceptions noted.*

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions noted.*

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

*Not applicable.*

- 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.

*One exception noted where insurance was not withheld or paid.*

## 10) **Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and  
*No exceptions noted.*
- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.  
*No exceptions noted.*

B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.  
*No exceptions noted.*

11) ***Debt Service – Not applicable***

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

12) ***Fraud Notice***

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- 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 Library attorney of the parish in which the entity is domiciled as required by R.S. 24:523.  
*Not applicable.*
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.  
*No exceptions noted.*

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

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.  
*We performed the procedures and discussed the results with management.*
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.  
*We performed the procedures and discussed the results with management.*

- iii. 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.

*Software company performs this procedure and sends a report.*

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

*Not applicable.*

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*No exceptions noted.*

#### 14) ***Prevention of Sexual Harassment***

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

*No exceptions noted.*

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

*No exceptions noted.*

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

- i. Number and percentage of public servants in the agency who have completed the training requirements;

*No exceptions noted.*

- ii. Number of sexual harassment complaints received by the agency;

*None.*

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

*Not applicable.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*Not applicable.*

- v. Amount of time it took to resolve each complaint.

*Not applicable.*

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We were engaged by the Beauregard Parish Library 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 Beauregard Parish Library 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.

Windham & Reed CPA, L.L.C.  
DeRidder, Louisiana  
June 21, 2024