

**Washington Parish Communications District
of the
Washington Parish Government
Franklinton, Louisiana**

**Annual Financial Statements
As of the Year Ended December 31, 2019 and 2018**

Minda B. Raybourn

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Washington Parish Communications District
of the
Washington Parish Government
Franklinton, Louisiana

Annual Financial Statements
With Supplemental Information Schedules
As of the Year Ended December 31, 2019 and 2018

CONTENTS

	<u>Page No.</u>
Independent Auditor’s Report	2
Management’s Discussion and Analysis	4
 Financial Statements—General Purpose	
	<u>Statements</u>
Statement of Net Position	A 12
Statement of Revenues, Expenditures, and Changes in Net Position.....	B 13
Statement of Cash Flows	C 14
 Notes to Financial Statements	 15
	<u>Schedule</u>
Required Supplemental Information	
Statement of Revenues, Expenditures, and Change in Fund Balance—Budget and Actual	1 25
 Other Supplemental Information	
Schedule of Compensation of Board Members	2 26
Schedule of Compensation, Benefits, and Other Payments Made to Agency Head.....	3 27
 Independent Auditor’s Report on Internal Control Over Financial Reporting and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	 28
 Independent Accountant’s Report on Applying Agreed upon Procedures	 1-3

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Washington Parish Communications District
Washington Parish Government
Franklinton, Louisiana

I have audited the accompanying financial statements of the business-type activities of Washington Parish Communications District, a component unit of the Washington Parish Government, as of and for the year ended December 31, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on our audit. I conducted my 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Washington Parish Communications District as of December 31, 2019

and 2018, and the respective changes in financial position and, where applicable, cash flows thereof or the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 5-10) and the budgetary comparison information (page 25) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Washington Parish Communications District's basic financial statements. The schedule of compensation paid to board members and schedule of compensation, benefits, and other payments to the agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

The schedule of compensation paid to the Board of Commissioners is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, I do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated November 19, 2020, on my consideration of the Washington Parish Communication District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Washington Parish Communication District's internal control over financial reporting and compliance.

Minda Raybourn

Franklinton, Louisiana
November 19, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

Washington Parish Communications District
A Component Unit of the
Parish of Washington, Louisiana
Management's Discussion and Analysis

Introduction

Washington Parish Communications District is pleased to present its Annual Financial Report developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements-Management's Discussion and Analysis-For State and Local Governments* (hereinafter referred to as GASB 34), and related standards. Please read the following in conjunction with the District's financial statements and footnotes, which follow this section.

Financial Highlights

- Total assets at December 31, 2019, were \$3,951,360 and exceeded total liabilities in the amount of \$3,563,047 (i.e., net position). Of the total net position, \$78,636 was unrestricted and available to support short-term operations, \$3,112,280 was the balance invested in capital assets, net of related debt, \$64,875 was restricted for debt service, \$262,093 was committed for capital funds, and \$45,163 was committed for equipment.
- User fee revenues (phone bill charges-regular and cell) for the fiscal year ending December 31, 2019, decreased from the prior year by \$27,851 (3.74%). Total user fees for 2019 were \$717,132 and for 2018 were \$744,983.
- The District's operating expenses, consisting of those expenses resulting from the District's ongoing operations, other than interest and depreciation expense, increased by \$10,867 (2.26%). Total operating expenses for 2019 were \$491,582 as compared to \$480,715 for 2018.
- Interest expense incurred in 2019 was \$10,761. Bond principal payments in the amount of \$25,000 were paid.

Overview of Annual Financial Report

Management's Discussion and Analysis (MD&A) serves as an introduction to the basic financial statements and supplementary information. The MD&A presents an overview of management's examination and analysis of Washington Parish Communications District's financial condition and performance.

The financial statements report information on the District using full accrual accounting methods similar to those used in the private business sector. Financial statements include the Statement of Net Position, Statement of Revenues, Expenses, Changes in Net Position, and the Statement of Cash Flows. The Statement of Net Position provides information about the nature and amount of the District's resources and obligations at year-end and provides a basis for evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

The Statement of Revenues, Expenses, and Changes in Net Position, accounts for the operation of the Communication District's revenues and expenses for the fiscal year and the resulting change in net position and provides information on how net position changed during the year. This statement measures the success of the District's operations in a format that can be used to determine if the District has recovered its costs through user fees and other charges.

Washington Parish Communications District
A Component Unit of the
Parish of Washington, Louisiana
Management's Discussion and Analysis

The Statement of Cash Flows reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities, and provides information on the source of cash receipts, what the cash was used for, and the total change in cash for the reporting period.

The notes to the financial statements provide required disclosures essential to an understanding of the financial statements. They present information about the District's accounting policies, significant account balances and activities, commitments, contingencies, and subsequent events if any. Supplementary information includes a budget/actual comparative schedule and the Independent Accountant's Report of Agreed Upon Procedures containing reports detailing the District's compliance with certain laws and regulations.

Financial Analysis

The purpose of financial analysis is to help determine whether the District is better off as a result of the current year's activities. In this analysis, data from two of the basic financial statements, the Statement of Net Position, and the Statement of Revenues, Expenses, and Changes in Net Position are presented below in condensed format. These statements report the net position, the difference between assets and liabilities, and the change in Net Position, which provides information for indicating the financial condition of the District. Following these statements is a separate schedule summarizing and analyzing budget variances for the current fiscal year.

Washington Parish Communications District
A Component Unit of the
Parish of Washington, Louisiana
Management's Discussion and Analysis

Condensed Statement of Net Position

	December 31, 2019	December 31, 2018	Dollar Change	Percent Change
Current and Other Assets	\$ 544,081	\$ 616,609	\$ (72,528)	-11.76%
Capital Assets	3,407,280	3,212,163	195,117	6.07%
Total Assets	<u>\$ 3,951,360</u>	<u>\$ 3,828,771</u>	<u>122,589</u>	<u>3.20%</u>
Current Liabilities	123,313	42,389	80,924	190.91%
Long Term Debt Outstanding	265,000	295,000	(30,000)	-10.17%
Total Liabilities	<u>388,313</u>	<u>337,389</u>	<u>50,924</u>	<u>15.09%</u>
Invested in Capital Assets				
Net of Related Debt	3,112,280	2,892,163	220,117	7.61%
Committed for Debt Service	64,875	63,331	1,544	2.44%
Committed for Capital Funds	262,093	338,303	(76,210)	100.00%
Restricted for Equipment	45,163	45,163	-	0.00%
Unrestricted	78,636	152,422	(73,786)	-48.41%
Total Net Position	<u>3,563,047</u>	<u>3,491,382</u>	<u>71,665</u>	<u>2.05%</u>

For additional detail refer to "Statement A" on page 12.

The major components of change for "Current and Other Assets" is a decrease in cash of \$71,686, an increase in accounts receivable of \$3,748, and a decrease in prepaid insurance and maintenance contracts of \$4,772.

"Capital Assets" increased due to depreciation expense of \$153,154 offset by additions of \$348,271.

"Current Liabilities" increased by \$75,787 primarily due to the increase in accounts payable and accrued capital expenditures.

"Long Term Debt Outstanding" decreased due to the payment of principal of \$25,000.

"Total Net Position" (total assets less total liabilities) increased by \$71,665 for the fiscal year ending December 31, 2019, which is the net operating income for the year.

Washington Parish Communications District
A Component Unit of the
Parish of Washington, Louisiana
Management's Discussion and Analysis

Condensed Statement Changes in Net Position

	December 31, 2019	December 31, 2018	Dollar Change	Percent Change
Revenues				
Operating Revenues	\$ 717,132	\$ 744,983	\$ (27,851)	-3.74%
Non-Operating Revenues	10,029	5,766	4,263	73.9%
Total Revenues	<u>727,162</u>	<u>750,749</u>	<u>(23,588)</u>	<u>-3.14%</u>
Expenses:				
Depreciation Expense	153,154	152,583	571	0.37%
Other operating Expenses	491,582	480,715	10,867	2.26%
Non-operating Expenses	10,761	11,492	(731)	-6.36%
Total Expenses	<u>655,497</u>	<u>644,789</u>	<u>10,707</u>	<u>1.66%</u>
Change in Net Position	<u>71,665</u>	<u>105,960</u>	<u>(34,295)</u>	<u>-32.37%</u>
Beginning Net Position	<u>3,491,382</u>	<u>3,385,422</u>	<u>105,960</u>	<u>3.13%</u>
Ending Net Position	<u>\$ 3,563,047</u>	<u>\$ 3,491,382</u>	<u>71,665</u>	<u>2.05%</u>

For additional detailed information, refer to "Statement B" page 13.

While the Statement of Net Position shows the change in financial position, the Statement of Revenues, Expenses, and Changes in Fund Net Position provides answers to the nature and scope of these changes. The above table gives an indication of how the District is being conservatively managed. Total "Operating Revenues" (including wire fees, wireless fees, and revenues related to providing these wire services to customers) decreased \$27,851 (3.74%). Non-operating Revenues increased by \$4,263 (73.90%). Operating expenses increased by \$10,867 (2.26%). The increase in operating expenses was due to an increase in service and maintenance contracts. Non-operating expenses, which consists solely of interest expense, decreased by \$731. Depreciation expense increased \$571.

Budgetary Highlights

The District adopts an annual operating budget in accordance with requirements of the Local Government Budget Act (LSA-RS 39:1301-14). This budget provides an estimate, for the current fiscal year, of the proposed expenditures, and the revenues that will finance the operations of the District. The operating budget was adopted November 6, 2018. The budget was amended on October 1, 2019.

A summary of the approved budget is presented below in a condensed format summarizing major revenue and expenditure categories. It is followed by an analysis of significant variations between budget and actual amounts. Although not presented as a part of the basic financial statements, a more detailed schedule is also presented in Schedule 1 as supplementary information, following the footnotes to the financial statements.

Washington Parish Communications District
A Component Unit of the
Parish of Washington, Louisiana
Management's Discussion and Analysis

Budget vs. Actual-Fiscal Year Ended December 31, 2019

	Budget Year Ended December 31, 2019	Actual Year Ended December 31, 2019	Favorable (Unfavorable) Variance
Revenues			
Operating	675,125	717,132	42,007
Nonoperating	3,480	10,029	6,549
Total Revenues	<u>678,605</u>	<u>727,162</u>	<u>48,556</u>
Operating Expenses			
Service Maintenance-ATT	22,680	20,533	2,147
911 Lines-ATT	43,200	38,543	4,657
Service-Other Equipment	100,452	104,328	(3,876)
Salaries & Related Benefit	159,312	139,510	19,802
Telephone	6,861	8,452	(1,591)
Travel	9,600	973	8,627
Depreciation	-	153,154	(153,154)
Interest Expense	16,500	10,761	5,740
Accounting & Legal Fees	9,396	9,400	(4)
Office Supplies	6,000	8,592	(2,592)
Insurance	39,792	47,082	(7,290)
Service & Maintenance Contracts	37,828	41,783	(3,955)
Training	9,000	5,033	3,967
Repairs and Maintenance	31,596	28,407	3,189
Utilities	30,000	33,763	(3,763)
Automobile Expense	6,000	3,190	2,810
Other Expenses	3,397	1,992	1,405
Total Expenses	<u>531,614</u>	<u>655,497</u>	<u>(123,883)</u>
Change in Net Position	<u>146,991</u>	<u>71,665</u>	<u>(75,326)</u>
Net Position, Beginning of Year	<u>3,491,382</u>	<u>3,491,382</u>	<u>-</u>
Net Position, End of Year	<u>\$ 3,638,373</u>	<u>\$ 3,563,047</u>	<u>(75,326)</u>

Washington Parish Communications District
A Component Unit of the
Parish of Washington, Louisiana
Management's Discussion and Analysis

Capital Assets

At the end of the fiscal year ending December 31, 2019, the District had \$3,407,280 (net of accumulated depreciation) recorded in capital assets. This includes wire line and wireless systems and improvements, the District's investment for the building, and land owned, for the communication's building site, and vehicles, for system operation. The changes in capital assets are presented in the table below.

	December 31, 2018	December 31, 2019	Dollar Change	Percent Change
Land	\$ 120,919	\$ 120,919	\$ -	0.00%
Building	3,066,729	3,070,879	4,150	0.14%
Communication equipment	620,916	628,731	7,815	1.24%
Other equipment	188,496	242,911	54,415	22.40%
Recording equipment	52,007	52,007	-	0.00%
Mapping Equipment	124,933	124,933	-	0.00%
Office equipments & Furniture	88,636	88,636	-	0.00%
Vehicles	50,805	50,805	-	0.00%
Maps	106,144	106,144	-	0.00%
Fixed Assets not being Depreciated	-	281,891	281,891	0.00%
Sub-total	4,419,585	4,767,856	(348,271)	-7.30%
Less Accumulated Depreciation	(1,207,422)	(1,360,576)	153,154	11.26%
Net Capital Asset	<u>3,212,163</u>	<u>3,407,280</u>	<u>(195,118)</u>	<u>-5.73%</u>

The District incurred capital expenditures of \$66,380 of various communications equipment and improvements. The District is undergoing a major improvement to upgrade the 911 system. As of December 31, 2019, the District incurred \$281,891 towards this project. As of December 31, 2019, it had not been placed in service. Depreciation expense totaled \$153,154.

Long-Term Debt

The primary source of long-term financing for the District is the Series 2012 Issue at \$465,000 financed through a private lender. Interest rates for the Series 2012 Bonds are 3.50%.

	2019	2018
Revenue Bonds	\$ 295,000	\$ 320,000

Future Economic Plans

The District's management approach is conservative. When possible, the District provides services based on existing revenues. Expenditures are kept under control as much as possible.

FINANCIAL STATEMENTS

Schedule A

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

STATEMENT OF NET POSITION
PROPRIETARY FUND TYPE
December 31, 2019

ASSETS	2019	2018
Current Assets:		
Cash and Cash Equivalents	99,184	96,203
Investments	-	-
Accounts Receivable	108,594	104,846
Prepaid Insurance	3,765	3,584
Prepaid Contract	5,378	10,150
Utility Deposits	191	191
Total Current Assets	217,112	214,974
Noncurrent Assets:		
Restricted Cash		
Debt Service	64,875	63,331
Capital Fund	262,093	338,303
Capital Assets:		
Building	3,070,878	3,066,728
Equipment	1,294,168	1,231,938
Less accumulated Depreciation	(1,360,577)	(1,207,422)
Total Capital Assets	3,004,469	3,091,244
Fixed Asset Not in Use	281,891	-
Land	120,919	120,919
Capital Assets, Net	3,407,280	3,212,163
Total Assets	3,951,360	3,828,771
Liabilities		
Current Liabilities:		
Accounts Payable	90,561	14,774
Payroll taxes Payable	2,752	2,615
Bonds Payable-Due Within One Year	30,000	25,000
Total Current Liabilities	123,313	42,389
Noncurrent Liabilities		
Bonds Payable-Due in More Than 1 Year	265,000	295,000
Net Assets		
Invested in Capital Assets, net of related debt	3,112,280	2,892,163
Restricted for Debt Service	64,875	63,331
Committed for Capital Funds	262,093	338,303
Committed for Equipment	45,163	45,163
Unrestricted	78,636	152,422
Total Net Assets	\$ 3,563,047	\$ 3,491,382

The accompanying notes are an integral part of these financial statements.

Schedule B

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN NET POSITION
PROPRIETARY FUND TYPE
Year ended December 31, 2019

	2019	2018
Operating Revenues:		
Wireline Income	206,528	232,320
Wireless Income	510,454	512,573
Sign Fund Income	150	90
Other Income	-	-
Total Operating Revenue	717,132	744,983
Operating Expenses:		
Service Maintenance-ATT	20,533	21,675
911 Lines-ATT	38,543	40,680
Service-Other Equipment	104,328	121,227
Salaries	103,145	99,787
Telephone	8,452	5,794
Travel	973	4,286
Depreciation	153,154	152,583
Accounting	7,000	6,919
Office Supplies	8,592	7,601
Insurance	47,082	41,260
Health Benefit	28,422	28,354
Payroll Taxes	7,944	7,637
Service & Maintenance Contracts	41,783	26,799
Legal Fees	2,400	2,400
Repairs and Maintenance	28,407	29,009
Training	5,033	2,450
Utilities	33,763	31,425
Automobile Expense	3,190	2,229
Dues & Subscriptions	450	349
Advertising	161	-
Bank Fees	782	748
Street Signs	114	85
Meals	185	-
Miscellaneous	300	-
Total Operating Expenses	644,736	633,298
Operating Income	72,396	111,686
Nonoperating Revenues & (Expenses):		
Gain on Sale of Asset	-	-
Interest Expense	(10,761)	(11,492)
Interest Income	10,029	5,766
Total Nonoperating Revenues	(731)	(5,726)
Change in Net Position	71,665	105,960
Total Net Assets, Beginning of Year	3,491,382	3,385,422
Total Net Assets, End of Year	3,563,047	3,491,382

The accompanying notes are an integral part of these financial statements.

Schedule C

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana
STATEMENT OF CASH FLOWS
PROPRIETARY FUND TYPE
Year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Cash received from customers	\$ 713,234	\$ 729,981
Cash received from others	150	90
Cash payments for goods and services	(397,585)	(380,928)
Cash payments for employees	(103,145)	(99,787)
Net cash provided (used) by operating activities	<u>212,654</u>	<u>249,356</u>
Cash flows from capital and related financing activities:		
Purchases of capital assets	(268,942)	(56,353)
Proceeds from sales of assets	-	-
Principal paid on debt	(25,000)	(25,000)
Interest paid on debt	(10,761)	(11,492)
Net cash provided (used) by capital and related financing activities	<u>(304,703)</u>	<u>(92,845)</u>
Cash flows from investing activities		
Interest from investments	10,029	5,766
Purchase of investments	(80,000)	(180,000)
Proceeds from sale of investments	165,000	-
Net cash provided (used) by financing activities	<u>95,029</u>	<u>(174,234)</u>
Net increase (decrease) in cash and equivalents	2,981	(17,723)
Cash and cash equivalents, beginning of year	96,203	113,926
Cash and cash equivalents, end of year	<u>\$ 99,184</u>	<u>\$ 96,203</u>
Reconciliation of cash equivalents and investment cash to statement of net position		
Cash and cash equivalent	99,184	96,203
Total cash and cash equivalents	<u>\$ 99,184</u>	<u>\$ 96,203</u>
Reconciliation of operating income to net cash provided by operating activities:		
Operating income	\$ 72,396	\$ 111,686
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation expense	153,154	152,583
(Increase) decrease in accounts receivable	(3,748)	(11,215)
(Increase) decrease in prepaid expenditures	4,590	(5,113)
Increase (decrease) in accounts payable	(13,875)	2,456
Increase (decrease) in payroll payable	137	(1,041)
Total adjustments	<u>140,258</u>	<u>137,670</u>
Net cash provided (used) by operating activities	<u>\$ 212,654</u>	<u>\$ 249,356</u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

INTRODUCTION

The Washington Parish Communications District (The District) was created by the Washington Parish Government on May 17, 1988, under the provisions authorized by Louisiana Revised Statute 33:9101-9106. The purpose of the District is to establish and manage operations of an enhanced 911 emergency telephone system in Washington Parish. The District is governed by a seven-member board appointed by the parish government. Board members receive no compensation.

The District has equipped three public safety answering points: Washington Parish Sheriff's Office, Franklinton Police Department, and Bogalusa Police Department, with enhanced 911 equipment. Each answering point is staffed by the respective agency's personnel.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general-purpose financial statements of the Washington Parish Communications District have been prepared in conformity with generally accepted accounting principles (GAPP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Washington Parish Government is the financial reporting entity for Washington Parish. The financial reporting entity consists of (a) the primary government, Parish Council, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Washington Parish Government for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the parish government to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the parish government.
2. Organizations for which the parish government does not appoint a voting majority but are fiscally dependent on the parish government.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

Because the parish government appoints the District's governing board and has the ability to significantly influence operations, the District was determined to be a component unit of the Washington Parish Government, the financial reporting entity.

C. FUND ACCOUNTING

The Washington Parish Communications District is organized and operated on a fund basis whereby a self-balancing set of accounts (Enterprise Fund) is maintained that comprises its assets, liabilities, fund equity, revenues, and expenses. The operations are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the cost (expenses, including depreciation) of providing services on a continuing basis be financed or recovered primarily through user charges.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Enterprise Fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund is included on the balance sheet. The accrual basis of accounting is used. Revenues are recognized when earned and expenses are recognized at the time liabilities are incurred. The Enterprise Fund uses the following practices in recording certain revenues and expenses:

Revenues

Wire-line: On November 10, 1988, the voters of Washington Parish approved a levy, not to exceed 5% of the tariff rate approved by Public Service Commission, on each private and commercial telephone to fund the enhanced 911 emergency telephone service. Beginning in 2012, AT&T Telephone Company began collecting a service charge of \$0.68 per residential and \$2.95 per commercial telephone line. Effective August 1, 2016, landline residential rates are \$1.06 and commercial rates are \$6.00. AT&T remits monthly collections (less a 1% administrative fee) to the District by the fifteenth (15th) day of the following month. Currently, there are approximately 17,000 residential and 3,000 commercial lines in the Parish.

Wireless: On December 15, 2000, an agreement for Phase I E-911 Services as entered into between the Washington Parish Communications District and AT&T's Mobility as per the Federal Communications Commission in its Report and Order and Further Notice of Proposed Rulemaking in FCC docket No. 94-102, released on July 26, 1996, which requires cellular and broadband PCS licensees and certain wireless licensees to initiate action for the provision of Phase I E-911 service (as defined in the FCC Order), which will enable such licensees to relay a caller's mobile directory number information and the location of a cell site receiving a 911 call to the designated Communications District.

This agreement allows the Communications District to collect a monthly fee of \$0.85 per cellular subscriber per month minus a collection fee not to exceed \$0.15 per cellular subscriber per month. Effective August 1, 2016, this rate changed to \$1.25. While not governed by this agreement, various other cellular providers are collecting monthly fees from their subscribers and remitting the fees to the Communications District.

Expenses

The District records expenses when the liability has been incurred.

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

E. BUDGET PRACTICES

At the meeting held on November 6, 2018, the budget was adopted. The budget was amended on October 1, 2019. The budget is prepared on the accrual basis of accounting.

F. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits and interest-bearing demand deposits. The District includes in cash and cash equivalents, amounts in time deposits and those investments in bank certificates of deposits with original maturities of no more than 90 days. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the District may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days. Investments are stated at amortized cost.

G. RESTRICTED ASSETS

Certain unspent proceeds from revenue bond obligations and certain resources are set aside for their repayment are classified as restricted assets on the statement of net position. They are maintained in separate bank accounts and their use is limited by applicable debt agreements.

H. FIXED ASSETS

Fixed assets of the District are stated on the balance sheet of the Enterprise Fund at historical cost. Depreciation of all exhaustible fixed assets is charged as an expense against operations. Depreciation is computed using the straight-line method over the estimated useful lives as follows:

Vehicles	5 years
Equipment	7 years
Computer equipment	5 years

I. COMPENSATED ABSENCES

The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized, as current-year expenditures in the proprietary fund when leave is actually taken.

Employees of the District earn vacation leave at varying rates according to years of service. Vacation leave must be taken during the year earned. However, upon termination employees are paid for any unused vacation leave earned during the year.

Employees earn 12 days of sick leave each year. A total of 45 days may be accumulated. All accumulated sick leave lapses upon termination.

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

J. LONG-TERM LIABILITIES

Long-term liabilities consist of debt or other obligations that have maturities in excess of one year.

K. NET POSITION

Restricted Net Position—Restricted net position represents those portions of fund equity not appropriate for expenditures or legally segregated for a specific future use.

Unrestricted Net Position—This represents unrestricted net position that can be used for future operations of the District.

2. CASH AND CASH EQUIVALENTS

At December 31, 2019, the District had cash and cash equivalents (book balances) totaling \$164,059.

These deposits are stated at cost, which approximates market value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount of deposit with the fiscal agent. At December 31, 2019, the District had \$99,179 in deposits (collected bank balances), at Hancock Whitney Bank and \$64,875 in deposits at Regions Bank which were secured by federal deposit insurance.

3. INVESTMENTS

At December 31, 2019, the District held investments as follows:

	Cash Equivalent	FDIC Pledge Security
Lamp	262,093	\$ -

The investment in the Louisiana Asset Management Pool (LAMP), an external investment pool, is stated at the value of the pool shares, which is the same as the fair value. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government's entities having contracted to participate in LAMP have an investment interest in its pool of assets. While LAMP is not a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-RA 33:29. GASB 40, *Deposit and Investment Risk Disclosure*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

LAMP is a 2a7 – like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit risk: LAMP is rate AAAM by Standard and Poor’s
- Custodial credit risk: LAMP participants’ investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity’s investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirements.
- Interest rate risk: 2a7-like investment pools are excluded from this disclosure requirement per paragraph 15 of GASB 40 statement.
- Foreign currency risk: Not applicable to 2a7-like pools.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments are stated at fair market value based on quoted market rates. The fair market value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc., is subject to regulatory oversight of the state treasurer and the board of directors. LAMP, Inc., is not registered with the SEC as an investment company. LAMP, Inc., issues an annually publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. That report may be obtained by writing to LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, Louisiana 70130, or calling (800) 249-5267.

4. RECEIVABLES

The following is a summary of receivables at December 31, 2019:

Wireline/Wireless(Celluar) Service	
ATT wireline/wireless service	13,087
Other wireline/wireless service	95,507
Total Receivables	\$ 108,594

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

5. RESTRICTED CASH

The District maintains the following accounts due to restrictions imposed by the revenue bonds or by the board for future capital acquisitions:

Restricted Cash:	
Debt Service Fund	\$ 23,886
Debt Reserve Fund	40,989
Capital Funds	<u>262,093</u>
Total	<u><u>\$ 326,969</u></u>

6. PROPERTY, PLANT AND EQUIPMENT

A summary of fixed assets at December 31, 2019 as follows:

	Beginning January 1, 2019	Additions	Deductions	Ending December 31, 2019
Building	\$3,066,729	4,150	-	\$ 3,070,879
Communication equipment	620,916	7,815	-	628,731
Other equipment	188,496	54,415	-	242,911
Recording equipment	52,007	-	-	52,007
Mapping Equipment	124,933	-	-	124,933
Office equipments & Furniture	88,636	-	-	88,636
Vehicle	50,805	-	-	50,805
Maps	<u>106,144</u>	<u>-</u>	<u>-</u>	<u>106,144</u>
Total Capital Assets Being				
Depreciated	4,298,666	66,380	-	4,365,046
Less Accumulated Depreciation	<u>(1,207,422)</u>	<u>(153,154)</u>	<u>-</u>	<u>(1,360,576)</u>
Total Capital Assets Being				
Depreciated, Net	3,091,244	(86,774)	-	3,004,470
Fixed Assets not being Depreciated	-	281,891	-	281,891
Land	<u>120,919</u>	<u>-</u>	<u>-</u>	<u>120,919</u>
Capital Assets, Net	<u><u>3,212,163</u></u>	<u><u>195,117</u></u>	<u><u>-</u></u>	<u><u>3,407,280</u></u>

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

The District incurred capital expenditures of \$66,380 of various communications equipment and improvements. The District is undergoing a major improvement to upgrade the 911 system. As of December 31, 2019, the District incurred \$281,891 towards this project. As of December 31, 2019, it had not been placed in service. Depreciation expense totaled \$153,154.

7. LONG-TERM DEBT

Below is a summary of long-term obligations for the year ended December 31, 2019:

	Beginning	Additions	Deductions	Ending	Due Within One Year
2012 Revenue Bonds	320,000	-	(25,000)	295,000	30,000

The District issued 2012 revenue bonds for the new operations center in the amount of \$465,000. The bonds are payable with semi-annual interest payments and annual principal payments with an annual interest rate at 3.50% and mature on May 1, 2027.

The schedule to amortize all future debt service payments including interest of \$47,514 are shown as follows:

Year Ending 12/31/2019	Principal	Interest	Total
2020	30,000	9,800	39,800
2021	30,000	8,750	38,750
2022	30,000	7,700	37,700
2023	30,000	6,650	36,650
2024	30,000	5,600	35,600
2025-2027	145,000	9,014	154,014
Total	295,000	47,514	342,514

8. LITIGATION AND CLAIMS

As of December 31, 2019, there were no litigations or claims against the District.

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

9. IMPLEMENTATION OF WIRELESS E911 SYSTEM

The Washington Parish Communications District has implemented Enhanced E911 wireline service, Phase I and Phase II, wireless E911 service, and Text to 911 wireless service.

Under Enhanced E911 wireline service, the caller's address information is displayed on the dispatch screen, enabling the dispatch of emergency personnel to the site of the emergency. This has been implemented by the Washington Parish Communications District.

Under Wireless Phase I, the FCC requires carriers, within six months of a valid request by a local Public Safety Answering Point (PSAP), to provide the PSAP with the telephone number of the originator of a wireless 911 call and the location of the cell site or base station transmitting the call. This has been implemented by the Washington Parish Communications District.

Under Wireless Phase II, the FCC requires wireless carriers, within six months of a valid request by a PSAP, to begin providing information that is more precise to PSAPs, specifically, the latitude and longitude of the caller. This has also been implemented by the Washington Parish Communications District.

Under Wireless FCC rules, carriers and other providers of text messaging applications in the United States are required to deliver emergency text messages to call centers that request them. This has been implemented by the Washington Parish Communications District.

NG911 is an Internet Protocol (IP)-based system that allows digital information (e.g., voice, photos, videos, text messages) to flow seamlessly from the public, through the 911 network, and on to emergency responders. The Washington Parish Communications District will begin the implementation of this system in 2019. As of December 31, 2019, the District has incurred costs of \$281,991 toward the project. The District will require ten years to fully implement NG911. A dedicated account has been established to accumulate funds for this purpose.

10. SUBSEQUENT EVENTS

On March 9, 2020, the District entered into an act of transfer and conveyance with the Washington Parish Government. Approximately 0.028 acre parcel of land including the telecommunications tower and all other improvements were transferred. This transfer was needed for the 911 equipment upgrade.

These financial statements considered subsequent events through November 19, 2020, the date the financial statements were available to be issued. No events were noted that required recording or disclosure in the financial statements for the fiscal year ending December 31, 2019.

SUPPLEMENTAL INFORMATION

Schedule 1

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana
STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN FUND NET ASSETS-BUDGET AND ACTUAL
PROPRIETARY FUND TYPE
Year Ended December 31, 2019

	Budget	Amended Budget	Actual	Favorable (Unfavorable) Variance
Revenues:				
Wireline Income	\$ 261,408	\$ 212,136	\$ 206,528	\$ (5,608)
Wireless Income	462,546	462,546	510,454	47,908
Miscellaneous Income	158	158	-	(158)
Sign Fund Income	285	285	150	(135)
Total Revenue	<u>724,397</u>	<u>675,125</u>	<u>717,132</u>	<u>42,007</u>
Expenses:				
Service Maintenance-ATT	22,680	22,680	20,533	2,147
911 Lines-ATT	43,200	43,200	38,543	4,657
Service-Other Equipment	127,200	100,452	104,328	(3,876)
Salaries	90,000	127,200	103,145	24,055
Telephone	6,861	6,861	8,452	(1,591)
Travel	9,600	9,600	973	8,627
Depreciation	-	-	153,154	(153,154)
Accounting	6,996	6,996	7,000	(4)
Office Supplies	6,000	6,000	8,592	(2,592)
Insurance	39,792	39,792	47,082	(7,290)
Health Benefit	24,552	24,552	28,422	(3,870)
Payroll Taxes	7,560	7,560	7,944	(384)
Service & Maintenance Contracts	37,828	37,828	41,783	(3,955)
Legal Fees	2,400	2,400	2,400	-
Repairs and Maintenance	31,596	31,596	28,407	3,189
Training	9,000	9,000	5,033	3,967
Utilities	30,000	30,000	33,763	(3,763)
Automobile Expense	6,000	6,000	3,190	2,810
Dues & Subscriptions	614	614	450	164
Bank Charges	83	83	161	(78)
Street Signs	1,200	1,200	782	418
Professional Fees	1,500	1,500	114	1,386
Meals	-	-	185	(185)
Miscellaneous	-	-	300	(300)
Total Expenses	<u>504,662</u>	<u>515,114</u>	<u>644,736</u>	<u>(129,622)</u>
Operating income	219,735	160,011	72,396	(87,615)
Non-operating Revenues & Expenses				
Gain on Sale of Asset	-	-	-	-
Interest Income	3,480	3,480	10,029	6,549
Interest Expense	(16,500)	(16,500)	(10,761)	5,740
Total non-operating revenues	<u>(13,020)</u>	<u>(13,020)</u>	<u>(731)</u>	<u>12,289</u>
Change in Net Position	206,715	146,991	71,665	(75,326)
Net Position, Beginning of Year	<u>3,491,382</u>	<u>3,491,382</u>	<u>3,491,382</u>	<u>-</u>
Net Position, End of Year	<u>3,698,097</u>	<u>3,638,373</u>	<u>3,563,047</u>	<u>(75,326)</u>

See independent auditor's report.

Schedule 2

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULE
Year Ended December 31, 2019

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid to board members is presented in compliance with House Concurrent Resolution No 54 of the 1979 Session of the Louisiana Legislature. Board members were not paid compensation in any form.

	<u>Term</u>
Mr. James Coleman, Chairman 1530 Military Rd. Bogalusa, La. 70427	12/31/2020
Mr. Mike Stogner, Vice-Chairman 11389 Dutch Stogner Bogalusa, La. 70427	12/31/2020
Mrs. Cynthia August, Secretary 23873 Hwy 430 Franklinton, La. 70438	12/31/2021
Mr. Gary Fenner, Treasurer 35483 Dock Butler Rd. Mt. Hermon, La. 70450	12/31/2024
Mr. Orlander Smith 31253 Hwy 438 Franklinton, LA 70438	12/31/2024
Mr. Danny Harris 46230 Jenkins Road No. 2 Franklinton, La. 70438	12/31/2020
Ms. Sarah Burris 1219 Harrison Street Bogalusa, LA 70427	12/31/2021

See independent auditor's report.

Schedule 3

WASHINGTON PARISH COMMUNICATIONS DISTRICT
(A Component Unit of the Washington Parish Government)
Franklinton, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULE
Year Ended December 31, 2019

COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD

Agency Head: Ms. Joana Thomas, Director

Compensation	\$ 45,032
Payroll Taxes	3,445
Health Insurance	10,692
Dues	265
Travel	37
Meals	191
Conference	210
Hotel	892
Reimbursements	<u>1,632</u>
	<u>\$ 62,396</u>

See independent auditor's report.

Minda B. Raybourn

Certified Public Accountant
Limited Liability Company

820 11th Avenue
Franklinton, Louisiana 70438
(985) 839-4413
Fax (985) 839-4402

Member
AICPA

Member
LCPA

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*

To the Board of Commissioners
Washington Parish Communications District
Washington Parish Council
Franklinton, LA

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Washington Parish Communications District, a component unit of the Washington Parish Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise Washington Parish Communications District's basic financial statements and have issued my report thereon dated November 19, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, I considered the Washington Parish Communication District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of Washington Parish Communication District's internal control.

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

My 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit, I did not identify any deficiencies in internal control that I consider material weaknesses or significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Washington Parish Communication District's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

Minda Raybourn

Franklinton, LA
November 19, 2020

Washington Parish Communications District
Schedule of Current Year Audit Findings
For the Year Ended December 31, 2019

Section 1 - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued

Unmodified

Internal control over financial reporting:

Material weaknesses identified?

Yes

No

Significant deficiencies identified that are not
considered to be material weaknesses?

Yes

No

Noncompliance material to the financial statements note?

Yes

No

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

Minda B. Raybourn

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Limited Liability Company*

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

November 17, 2020

To the Board of Commissioners
Washington Parish Communications District
Washington Parish Government
Franklinton, Louisiana 70438
And Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by Washington Parish Communications District (the District or the Entity) and the Louisiana Legislative Auditor (LLA), on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 through December 31, 2019. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) *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.

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

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

A listing and management's representation were obtained.

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) 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 policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted for a) through d)

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is 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.

Minda Rayburn

Franklinton, LA

November 17, 2020