

West Carroll Parish School Board

Oak Grove, Louisiana



Annual Financial Report

As of and for the year ended June 30, 2017

**West Carroll Parish School Board
Oak Grove, Louisiana**

**Annual Financial Report
As of and for the Year Ended June 30, 2017**

**West Carroll Parish School Board
Table Of Contents**

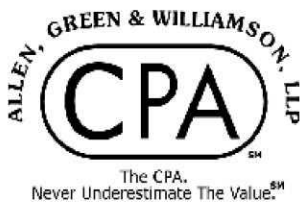
	<u>Statement</u>	<u>Page</u>
FINANCIAL SECTION		
Independent Auditor's Report		7-9
Required Supplementary Information		10
Management's Discussion and Analysis (MD&A)		11-18
Basic Financial Statements		19
Government-wide Financial Statements (GWFS)		
Statement of Net Position	A	20
Statement of Activities	B	21
Fund Financial Statements (FFS)		22
Governmental Funds:		
Balance Sheet	C	23
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	D	24
Statement of Revenues, Expenditures, and Changes in Fund Balances	E	25
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	F	26
Fiduciary Funds:		
Statement of Fiduciary Assets and Liabilities	G	27
Notes to the Financial Statements		
Index		28
Notes		29-51
	<u>Exhibit</u>	
REQUIRED SUPPLEMENTARY INFORMATION		
Schedule of Funding Progress for Other Post Employment Benefit Plan	1	52
Schedule of Employer's Proportionate Share of the Net Pension Liability	2-1	53
Schedule of Employer Contributions to Pensions	2-2	54
Notes to Required Supplementary Information for Pensions		55
Budgetary Comparison Schedules		56
General Fund	3-1	57
IASA	3-2	58
Notes to the Budgetary Comparison Schedules		59
SUPPLEMENTARY INFORMATION		
Nonmajor Special Revenue Funds		60
Combining Balance Sheet	4	61-66
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	5	67-70
Agency Funds		71
Combining Statement of Fiduciary Assets and Liabilities	6	72
Statement of Changes in Fiduciary Assets and Liabilities	7	73
Schedule of Changes in Deposits Due Others:		
School Activities Fund	8	74

(Continued)

**West Carroll Parish School Board
Table Of Contents**

	Exhibit	Page
Schedule of Compensation Paid Board Members	9	75
Schedule of Compensation, Benefits and Other Payments to Agency Head (Superintendent)	10	76
OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS AND THE UNIFORM GUIDANCE		
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>		77-78
Report on Compliance For Each Major Federal Program; and Report on Internal Control Over Compliance; Required by the Uniform Guidance		79-80
Schedule of Expenditures of Federal Awards		81
Notes to the Schedule of Expenditures of Federal Awards		82
Schedule of Findings and Questioned Costs		83-87
OTHER INFORMATION		
Summary Schedule of Prior Year Findings and Questioned Costs		88
Corrective Action Plan for Current Year Audit Findings and Questioned Costs		89
Agreed-Upon Procedures		90-92
Independent Accountant's Report on Applying Statewide Agreed-upon Procedures		93
Independent Accountant's Report on Applying BESE Agreed-upon Procedures		94-104
School Board prepared Performance and Statistical Data Schedules		105-107
		108-118

(Concluded)



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INDEPENDENT AUDITOR'S REPORT

Board Members
West Carroll Parish School Board
Oak Grove, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the West Carroll School Board, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the School Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. 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. Those standards require that we 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 School Board'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 School Board's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the West Carroll Parish School Board, as of June 30, 2017, and the respective changes in financial position thereof for 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, Schedule of Funding Progress for Other Post Employment Benefit Plan, Schedule of Employer's Proportionate Share of the Net Pension Liability, Schedule of Employer Contributions to Pension Plans, the Budgetary Comparison Schedules, and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. 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.

Supplementary and Other Information

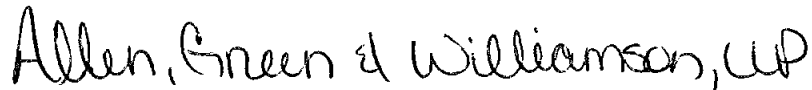
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the West Carroll Parish School Board's basic financial statements. The accompanying supplementary information, as listed in the table of contents and the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the other information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information, as listed in the table of contents, and the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information, as listed in the table of contents, and the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The accompanying other information, as listed in the table of contents, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 31, 2017 on our consideration of the West Carroll Parish School Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School Board's internal control over financial reporting and compliance.



ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
December 31, 2017

REQUIRED SUPPLEMENTARY INFORMATION:

**MANAGEMENT'S DISCUSSION
AND ANALYSIS (MD&A)**

West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017

Our discussion and analysis of West Carroll Parish School Board's financial performance provides an overview of the School Board's financial activities for the fiscal year ended June 30, 2017. Please read it in conjunction with the School Board's financial statements which follow this Management's Discussion and Analysis. Certain comparative information between the current year and the prior year is required to be presented in the MD&A.

FINANCIAL HIGHLIGHTS

The primary resources available to the School Board are local revenues which are primarily tax receipts, state revenues from Minimum Foundation Program (MFP) and cost reimbursement grants, and federal revenues which are primarily cost reimbursement grants.

Total revenues for all governmental activities increased \$1,413,031 due mainly to insurance proceeds being received from claim against loss of school from fire.

Total expenses of our governmental activities increased \$2,852,879 due mainly to expenditures related to loss of school from fire. This includes security, demolition, cleanup, replacement cost, etc.

USING THIS ANNUAL REPORT The School Board's annual report consists of a series of financial statements that show information for the School Board as a whole, its funds, and its fiduciary responsibilities. The Statement of Net Position and the Statement of Activities provide information about the activities of the School Board as a whole and present a longer-term view of the School Board's finances. Our fund financial statements are included later in this report. For our governmental activities, these statements tell how we financed our services in the short-term as well as what remains for future spending. Fund statements also may give you some insights into the School Board's overall financial health. Fund financial statements also report the School Board's operations in more detail than the government-wide financial statements by providing information about the School Board's most significant funds, the General Fund and IASA. The remaining statement - the Statement of Fiduciary Assets and Liabilities presents financial information about activities for which the School Board acts solely as an agent for the benefit of students and parents.

**West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017**

Annual Financial Report
Required Supplementary Information
Management's Discussion & Analysis (MD&A)

Basic Financial Statements

**Government-wide
Financial Statements**



Fund Financial Statements

Notes to the Basic Financial Statements

Required Supplementary Information
Schedule of Funding Progress for Other Post Employment Benefit Plan
Schedule of Employer's Proportionate Share of the Net Pension Liability
Schedule of Employer Contributions to Pension Plans
Budgetary Information for Major Funds

Supplementary Information
Nonmajor Funds Combining Statements
Agency Funds Statements/Schedules
Schedule of Compensation Paid Board Members
Schedule of Compensation, Benefits and Other Payments to Agency Head

Our auditor has provided assurance in the independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. Varying degrees of assurance is being provided by the auditor regarding the Required Supplementary Information and the Supplementary Information identified above. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

Reporting the School Board as a Whole

The Statement of Net Position and the Statement of Activities

Our analysis of the School Board as a whole begins with the government-wide financial statements. One of the most important questions asked about the School Board is, "Is the School Board as a whole better off or worse off financially as a result of the year's activities?" The Statement of Net Position and the Statement of Activities, which appear first in the School Board's financial statements, report information on the School Board as a whole and its activities in a way that helps you answer this question. We prepare these statements to include all assets, liabilities, and deferred outflows/inflows, using the accrual basis of accounting, which is similar to the accounting used by most

West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017

private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the School Board's net position - the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources, as reported in the Statement of Net Position - as one way to measure the School Board's financial health, or financial position. Over time, increases or decreases in the School Board's net position - as reported in the Statement of Activities - are one indicator of whether its financial health is improving or deteriorating. The relationship between revenues and expenses is the School Board's operating results. However, the School Board's goal is to provide services to our students, not to generate profits as commercial entities do. One must consider many other nonfinancial factors, such as the quality of the education provided and the safety of the schools to assess the overall health of the School Board.

The Statement of Net Position and Statement of Activities report the following activity for the School Board:

Governmental activities - All of the School Board's services are reported here, including instruction, plant services, transportation, and food services. Property taxes, sales taxes, Minimum Foundation Program funds, and state and federal grants finance most of these activities.

Reporting the School Board's Most Significant Funds

Fund Financial Statements

The School Board's fund financial statements provide detailed information about the most significant funds - not the School Board as a whole. Some funds are required to be established by state law and by bond covenants. However, the School Board establishes many other funds to help it control and manage money for particular purposes (like the school lunch) or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money (like grants the School Board receives from the U.S. Department of Education). The School Board's governmental funds use the following accounting approach:

Governmental funds - All of the School Board's services are reported in governmental funds. Governmental fund reporting focuses on showing how money flows into and out of funds and the balances left at year-end that are available for spending. They are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the School Board's operations and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the School Board's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in the reconciliations on Statements D and F.

The School Board as Trustee

Reporting the School Board's Fiduciary Responsibilities

The School Board is the trustee, or fiduciary, for its school activities funds, the sales tax collection fund and the protested sales tax fund. All of the School Board's fiduciary activities are reported in the Statements of Fiduciary Assets and Liabilities. We exclude these activities from the School Board's other financial statements because the

West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017

School Board cannot use these assets to finance its operations. The School Board is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

THE SCHOOL BOARD AS A WHOLE The School Board's net position was \$(34,379,979) at June 30, 2017. Of this amount, a deficit of \$39,200,358 was unrestricted. Restricted net positions are reported separately to show legal constraints from debt covenants and enabling legislation that limit the School Board's ability to use those net positions for day-to-day operations. Our analysis below focuses on the net position, (Table 1) and the changes in net position (Table 2) of the School Board's governmental activities.

Table 1
Net Position
For Years Ended June 30,

	Governmental Activities		
	2017	2016	Variance
Other assets	\$ 11,183,404	\$ 10,575,246	\$ 608,158
Capital assets	2,074,506	2,003,476	71,030
Total assets	<u>13,257,910</u>	<u>12,578,722</u>	<u>679,188</u>
Deferred Outflows of Resources	4,945,229	3,123,175	1,822,054
Other liabilities	1,341,435	1,737,911	(396,476)
Long-term liabilities	49,220,425	44,829,426	4,390,999
Total liabilities	<u>50,561,860</u>	<u>46,567,337</u>	<u>3,994,523</u>
Deferred Inflows of Resources	2,021,258	1,618,856	402,402
Net position			
Net investment in capital assets	2,074,506	2,003,476	71,030
Restricted	2,745,873	3,155,442	(409,569)
Unrestricted	(39,200,358)	(37,643,214)	(1,557,144)
Total net position	<u>\$ (34,379,979)</u>	<u>\$ (32,484,296)</u>	<u>\$ (1,895,683)</u>

The (\$39,200,358) in unrestricted net position of governmental activities represents accumulated results of all past year's operations.

The net position of the School Board decreased by \$1,895,683 due mainly to more expenditures relating to fire loss being incurred, as to the receiving of insurance proceeds that are still coming in but at a slower pace.

The results of this year's operations for the School Board as a whole are reported in the Statement of Activities. Table 2 takes the information from that statement and rearranges it slightly so that readers can see total revenues for the year.

West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017

Table 2
Changes in Net Position
For the Years Ended June 30,

	Governmental Activities		
	<u>2017</u>	<u>2016</u>	<u>Variance</u>
Revenues:			
Program revenues			
Charges for services	\$ 69,835	\$ 85,686	\$ (15,851)
Operating grants and contributions	3,470,261	3,472,997	(2,736)
General revenues			
Ad valorem taxes	1,641,127	1,633,179	7,948
Sales taxes	2,553,628	2,819,770	(266,142)
State equalization	13,731,728	13,432,179	299,549
Other general revenues	2,035,835	645,572	1,390,263
Total revenues	<u>23,502,414</u>	<u>22,089,383</u>	<u>1,413,031</u>
Functions/Program Expenses:			
Instruction			
Regular programs	10,609,659	9,159,377	1,450,282
Special programs	2,030,430	1,825,251	205,179
Other instructional programs	1,860,453	1,887,978	(27,525)
Support services			
Student services	1,448,938	1,266,325	182,613
Instructional staff support	1,361,426	1,225,934	135,492
General administration	652,002	596,452	55,550
School administration	1,204,882	1,148,705	56,177
Business services	517,255	494,716	22,539
Plant services	2,358,464	1,744,614	613,850
Student transportation services	1,687,481	1,574,154	113,327
Central services	18,248	13,927	4,321
Food services	1,638,797	1,597,723	41,074
Community services	10,062	10,062	-
Total expenses	<u>25,398,097</u>	<u>22,545,218</u>	<u>2,852,879</u>
Increase (decrease) in net position	<u>(1,895,683)</u>	<u>(455,835)</u>	<u>(1,439,848)</u>
Net Position - beginning	<u>(32,484,296)</u>	<u>(32,028,461)</u>	<u>(455,835)</u>
Net Position - ending	<u>\$ (34,379,979)</u>	<u>\$ (32,484,296)</u>	<u>\$ (1,895,683)</u>

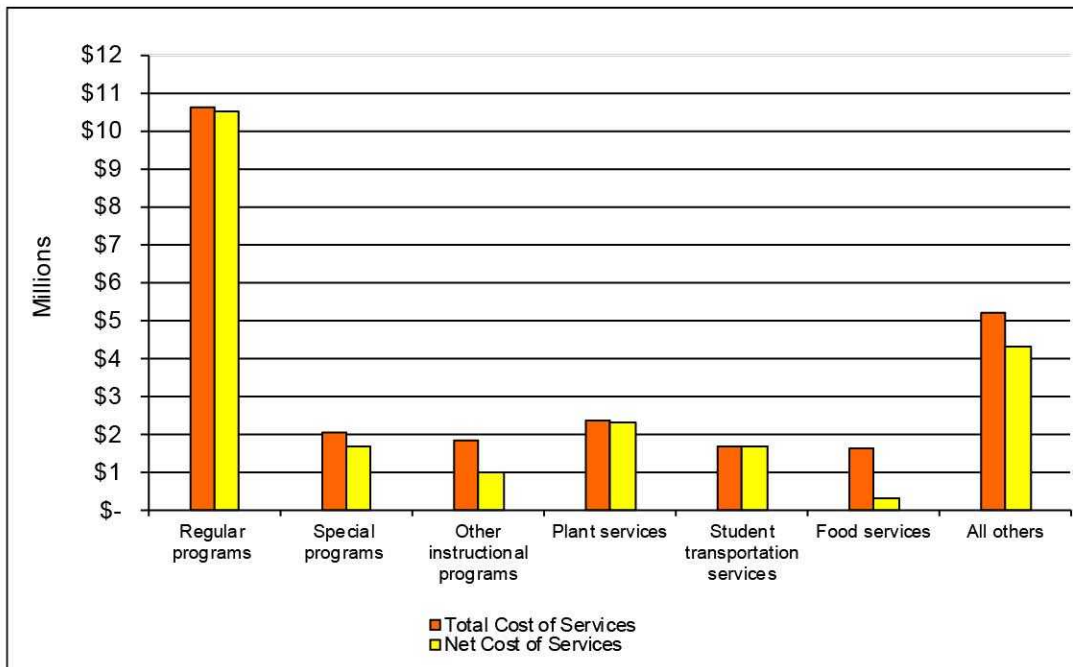
Governmental Activities The cost of operating the School Board's activities this year was approximately \$25,398,097, which exceeded its current year revenues by \$1,895,683. A portion of the cost of operating was financed through taxpayer taxes of \$4,194,755. Approximately \$3,470,261 was financed in part from grants and contributions which were only available to specific programs and \$13,731,728 from the State Equalization Minimum Foundation Program. The \$1,895,683 deficit was funded by using resources available from the prior year.

West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017

In the table below we have presented the cost of each of the School Board's six largest functions - regular programs, special programs, other instructional programs, plant services, student transportation services and food services as well as each program's net cost (total cost less revenues generated by the activities). Net cost shows the financial burden that was placed on the School Board's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

Table 3
Cost of Services
For the Years Ended June 30,

	<u>Total Cost of Services</u>		<u>Net Cost of Services</u>	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Governmental Activities				
Regular programs	\$ 10,609,659	\$ 9,159,377	\$ 10,503,485	\$ 9,039,925
Special programs	2,030,430	1,825,251	1,700,631	1,546,845
Other instructional programs	1,860,453	1,887,978	1,026,171	883,989
Plant services	2,358,464	1,744,614	2,298,342	1,687,598
Student transportation services	1,687,481	1,574,154	1,679,808	1,563,328
Food services	1,638,797	1,597,723	318,534	264,320
All others	5,212,813	4,756,121	4,331,030	4,000,530
Totals	\$ 25,398,097	\$ 22,545,218	\$ 21,858,001	\$ 18,986,535



THE SCHOOL BOARD'S FUNDS As we noted earlier, the School Board uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the School Board is being accountable for the resources taxpayers and others provide to it but may also give you more insight into the School Board's overall financial health.

West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017

The increase in the School Board's general fund's fund balance of \$843,188 is due mainly to insurance proceeds recorded in the general fund.

The IASA Fund balances neither increased nor decreased since it is a cost-reimbursement fund.

The nonmajor governmental funds fund balance decreased by \$283,546 This decrease is due to school maintenance funds spending some of their reserves this year to update some of their technology and equipment.

General Fund Budgetary Highlights As mentioned earlier the School Board revises its budget as it attempts to deal with unexpected changes in revenues and expenditures. A schedule showing the School Board's original and final budgets compared with actual results is provided in the required supplemental information section of this report. Our beginning budget was based on prior year actual figures and any changes known of at the time of preparation.

Adjustments to the original budget were made to reflect an overall increase in revenues of \$518,475. This was due mainly to the anticipated receipt of insurance proceeds collections.

Adjustments to the original budget were made which resulted in an increase in expenditures of \$1,145,588. This was due mainly to the replacing of building and equipment as a result of fire loss.

The variance between budgeted revenues and actual revenues of \$(770,967) is due mainly to the budgeting of all possible funds relating to grants but not expending them all in the current year. The budgeted expenditures were more than the actual by \$418,981 because some of the grant funds were held over to be used in the next fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets At June 30, 2017, the School Board had \$2,074,506 invested in a broad range of capital assets, including land, buildings, furniture and equipment. This amount represents a net increase (including additions, deductions and depreciation) of \$71,030 or 3.5% from last year. This increase is due mainly to updating of technology and equipment throughout the school system during the current year.

Capital Assets at June 30,

	Governmental Activities		
	<u>2017</u>	<u>2016</u>	<u>Variance</u>
Land	\$ 382,713	\$ 357,713	\$ 25,000
Buildings and improvements	1,172,748	1,107,603	65,145
Furniture and equipment	519,045	538,160	(19,115)
Totals	<u>\$ 2,074,506</u>	<u>\$ 2,003,476</u>	<u>\$ 71,030</u>

See Note 5 in the notes to the financial statements for additional information.

Debt Obligations include accrued vacation pay and sick leave, net pension liability, and other post employment benefits payable. We present more detailed information about our long-term liabilities in the notes to the financial statements. See Note 12, in the notes to the financials, for further information.

**West Carroll Parish School Board
Management's Discussion and Analysis (MD&A)
June 30, 2017**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES The West Carroll Parish School Board does not anticipate any significant changes to the budgets for the fiscal year 2018.

CONTACTING THE SCHOOL BOARD'S FINANCIAL MANAGEMENT Our financial report is designed to provide our citizens, taxpayers, parents, students, and investors and creditors with a general overview of the School Board's finances and to show the School Board's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact Angela Johnson, Business Manager, at West Carroll Parish School Board, P. O. 1318, Oak Grove, Louisiana 71263-1318, telephone number (318) 428-2378.

BASIC FINANCIAL STATEMENTS:

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

WEST CARROLL PARISH SCHOOL BOARD

STATEMENT OF NET POSITION
June 30, 2017

	Statement A
	<u>GOVERNMENTAL ACTIVITIES</u>
ASSETS	
Cash and cash equivalents	\$ 9,542,668
Investments	100,000
Receivables	1,519,089
Inventory	21,647
Capital assets:	
Land and construction in progress	382,713
Capital assets, net of depreciation	<u>1,691,793</u>
TOTAL ASSETS	<u>13,257,910</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	<u>4,945,229</u>
LIABILITIES	
Accounts, salaries and other payables	1,316,282
Workers' compensation claims payable	4,950
Unearned revenue	20,203
Long-term liabilities	
Due within one year	403,728
Due in more than one year	<u>48,816,697</u>
TOTAL LIABILITIES	<u>50,561,860</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pensions	<u>2,021,258</u>
NET POSITION	
Net investment in capital assets	2,074,506
Restricted for:	
Workers' compensation	100,000
Salaries and benefits	1,193,370
School food service	410,245
Facility improvements	967,585
Career Development	74,673
Unrestricted	<u>(39,200,358)</u>
TOTAL NET POSITION	<u>\$ (34,379,979)</u>

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH SCHOOL BOARD

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2017

Statement B

FUNCTIONS/PROGRAMS	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	
Primary Government				
<i>Governmental activities:</i>				
Instruction:				
Regular programs	\$ 10,609,659	\$ -	\$ 106,174	\$ (10,503,485)
Special programs	2,030,430	-	329,799	(1,700,631)
Other instructional programs	1,860,453	-	834,282	(1,026,171)
Support services:				
Student services	1,448,938	-	227,394	(1,221,544)
Instructional staff support	1,361,426	-	483,618	(877,808)
General administration	652,002	-	155,382	(496,620)
School administration	1,204,882	-	5,270	(1,199,612)
Business services	517,255	-	9,948	(507,307)
Plant services	2,358,464	-	60,122	(2,298,342)
Student transportation services	1,687,481	-	7,673	(1,679,808)
Central services	18,248	-	108	(18,140)
Food services	1,638,797	69,835	1,250,428	(318,534)
Community service programs	10,062	-	63	(9,999)
Total Governmental Activities	25,398,097	69,835	3,470,261	(21,858,001)
General revenues:				
Taxes:				
Property taxes, levied for general purposes				1,641,127
Sales taxes, levied for general purposes				2,553,628
Grants and contributions not restricted to specific programs				
Minimum foundation program				13,731,728
State revenue sharing				84,049
Interest and investment earnings				19,435
Miscellaneous				1,932,351
Total general revenues				19,962,318
Changes in net position				(1,895,683)
Net position - beginning				(32,484,296)
Net position - ending				\$ (34,379,979)

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

BASIC FINANCIAL STATEMENTS:
FUND FINANCIAL STATEMENTS (FFS)

WEST CARROLL PARISH SCHOOL BOARD

**GOVERNMENTAL FUNDS
Balance Sheet
June 30, 2017**

Statement C

	<u>GENERAL</u>	<u>IASA</u>	<u>NONMAJOR GOVERNMENTAL</u>	<u>TOTAL</u>
ASSETS				
Cash and cash equivalents	\$ 8,140,186	\$ -	\$ 1,402,482	\$ 9,542,668
Investments	100,000	-	-	100,000
Receivables	307,389	375,365	391,343	1,074,097
Interfund receivables	701,794	-	-	701,794
Inventory	-	-	21,647	21,647
TOTAL ASSETS	<u>9,249,369</u>	<u>375,365</u>	<u>1,815,472</u>	<u>11,440,206</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts, salaries and other payables	1,315,658	-	624	1,316,282
Workers' compensation claims payable	4,950	-	-	4,950
Interfund payable	-	375,365	326,429	701,794
Unearned revenue	10,157	-	10,046	20,203
Total Liabilities	<u>1,330,765</u>	<u>375,365</u>	<u>337,099</u>	<u>2,043,229</u>
Fund Balances:				
Nonspendable	-	-	21,647	21,647
Restricted	1,293,370	-	1,452,503	2,745,873
Committed	487,412	-	4,223	491,635
Unassigned	6,137,822	-	-	6,137,822
Total Fund Balances	<u>7,918,604</u>	<u>-</u>	<u>1,478,373</u>	<u>9,396,977</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 9,249,369</u>	<u>\$ 375,365</u>	<u>\$ 1,815,472</u>	<u>\$ 11,440,206</u>

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH SCHOOL BOARD

**Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
June 30, 2017**

Statement D

Total fund balances - governmental funds \$ 9,396,977

The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the School Board as a whole. The cost of those capital assets allocated over their estimated useful lives (as depreciation expense) to the various programs reported as governmental activities in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in governmental funds.

Costs of capital assets	\$ 10,626,569	
Depreciation expense to date	<u>(8,552,063)</u>	2,074,506

A noncurrent insurance receivable is not due in the current period and is not recorded in the fund financial statements. 444,992

Deferred outflows/inflows related to pensions are not due and payable in the current period and accordingly are not reported in the fund financial statements.

Deferred outflows related to pensions		4,945,229
Deferred inflows related to pensions		<u>(2,021,258)</u>

Long-term liabilities applicable to the School Board's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and long term - are reported in the Statement of Net Position.

Balances at June 30, 2017 are:

Long-term liabilities		
OPEB liability	(22,220,751)	
Net pension liability	(26,459,732)	
Compensated absences payable	(533,090)	
Workers' compensation claims payable	<u>(6,852)</u>	<u>(49,220,425)</u>

Net Position of Governmental Activities \$ (34,379,979)

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH SCHOOL BOARD

GOVERNMENTAL FUNDS
Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended June 30, 2017

				Statement E
	GENERAL	IASA	NONMAJOR GOVERNMENTAL	TOTAL
REVENUES				
Local sources:				
Taxes:				
Ad valorem	\$ 831,643	\$ -	\$ 809,484	\$ 1,641,127
Sales and use	2,553,628	-	-	2,553,628
Interest earnings	19,435	-	-	19,435
Food services	-	-	69,835	69,835
Other	231,641	-	10,718	242,359
State sources:				
Equalization	13,608,842	-	122,886	13,731,728
Other	226,642	-	282,795	509,437
Federal sources	5,943	950,328	2,088,602	3,044,873
Total Revenues	17,477,774	950,328	3,384,320	21,812,422
EXPENDITURES				
Current:				
Instruction:				
Regular programs	8,459,649	55,979	669,890	9,185,518
Special programs	1,431,859	-	322,423	1,754,282
Other instructional programs	963,048	340,434	397,719	1,701,201
Support services:				
Student services	1,021,536	17,161	205,658	1,244,355
Instructional staff support	679,745	399,591	80,318	1,159,654
General administration	406,615	86,879	96,829	590,323
School administration	1,015,924	-	7,132	1,023,056
Business services	438,533	2,040	5,735	446,308
Plant services	1,712,219	48,244	417,044	2,177,507
Student transportation services	1,444,508	-	-	1,444,508
Central services	17,240	-	1,008	18,248
Food services	260,648	-	1,228,633	1,489,281
Community services	10,062	-	-	10,062
Capital outlay	18,000	-	235,477	253,477
Total Expenditures	17,879,586	950,328	3,667,866	22,497,780
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(401,812)	-	(283,546)	(685,358)
OTHER FINANCING SOURCES (USES)				
Insurance recoveries	1,245,000	-	-	1,245,000
Total Other Financing Sources (Uses)	1,245,000	-	-	1,245,000
Net Change in Fund Balances	843,188	-	(283,546)	559,642
FUND BALANCES - BEGINNING	7,075,416	-	1,761,919	8,837,335
FUND BALANCES - ENDING	\$ 7,918,604	\$ -	\$ 1,478,373	\$ 9,396,977

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH SCHOOL BOARD

**Reconciliation of the Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Year Ended June 30, 2017**

	Statement F
Total net change in fund balances - governmental funds	\$ 559,642
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation expense in the period:	
Capital outlays	\$ 253,477
Depreciation expense	<u>(182,447)</u>
	71,030
A noncurrent insurance receivable is not due in the current period and is not recorded in the fund financial statements.	444,992
The recording of the OPEB liability is an accrued expense for the Statement of Activities, but does not use current financial resources of the governmental funds.	(3,183,964)
The recognition of pension expense in the Statement of Activities is based on projected benefit payments discounted to actuarial present value and attributed to periods of employee service. Pension expenditures in the fund financial statements are the amounts actually paid.	212,262
In the Statement of Activities, certain operating expenses-compensated absences (vacations and sick leave) - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, vacation and sick time earned \$396,521 was less than vacation time used \$396,876.	<u>355</u>
Change in net position of governmental activities	<u><u>\$ (1,895,683)</u></u>

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH SCHOOL BOARD
 FIDUCIARY FUND
 STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
 June 30, 2017

	Statement G
	<u>AGENCY FUND</u>
ASSETS	
Cash and cash equivalents	\$ 390,447
Accounts receivable	<u>643,330</u>
TOTAL ASSETS	<u><u>1,033,777</u></u>
LIABILITIES	
Deposits due others	<u>1,033,777</u>
TOTAL LIABILITIES	<u><u>\$ 1,033,777</u></u>

THE NOTES TO THE BASIC FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

<u>INDEX</u>	<u>Page</u>
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	29
A. REPORTING ENTITY	29
B. FUNDS.....	29
Governmental Funds.....	29
Fiduciary Funds	29
C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING.....	30
D. DEPOSITS AND INVESTMENTS	31
E. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES	31
F. INVENTORY AND PREPAID ITEMS	32
G. CAPITAL ASSETS.....	32
H. UNEARNED REVENUES	32
I. COMPENSATED ABSENCES	32
J. LONG-TERM OBLIGATIONS.....	33
K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES.....	33
L. RESTRICTED NET POSITION.....	34
M. FUND EQUITY OF FUND FINANCIAL STATEMENTS	34
N. INTERFUND TRANSACTIONS.....	34
O. SALES TAXES	35
P. USE OF ESTIMATES	35
Q. ELIMINATION AND RECLASSIFICATIONS.....	35
NOTE 2 - LEVIED TAXES.....	35
NOTE 3 - DEPOSITS AND INVESTMENTS	36
NOTE 4 - RECEIVABLES.....	37
NOTE 5 - CAPITAL ASSETS.....	37
NOTE 6 - PENSION PLANS	38
NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS	44
NOTE 8 - ACCOUNTS, SALARIES AND OTHER PAYABLES	46
NOTE 9 - COMPENSATED ABSENCES	47
NOTE 10 - CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS	47
NOTE 11 - SALES TAX COLLECTIONS AND DISBURSEMENTS (CASH BASIS).....	48
NOTE 12 - LONG-TERM LIABILITIES	48
NOTE 13 - INTERFUND TRANSACTIONS (FFS LEVEL ONLY)	49
NOTE 14 - FUND BALANCE CLASSIFICATION DETAIL.....	49
NOTE 15 - RISK MANAGEMENT	49
NOTE 16 - LITIGATION AND CLAIMS.....	50
NOTE 17 - ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES.....	50
NOTE 18 - ECONOMIC DEPENDENCY	51
NOTE 19 - NEW GASB STANDARDS	51
NOTE 20 - SUSEQUENT EVENTS	51
NOTE 21 - INSURANCE RECOVERIES.....	51

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of the School Board have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) 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.

A. REPORTING ENTITY The West Carroll Parish School Board was created by Louisiana Revised Statute LSA-R.S. 17:51 to provide public education for the children within West Carroll Parish. The School Board is authorized by LSA-R.S. 17:81 to establish policies and regulations for its own government consistent with the laws of the State of Louisiana and the regulations of the Louisiana Board of Elementary and Secondary Education. The School Board is comprised of seven members who are elected from seven districts for terms of four years.

The School Board operates 5 schools within the parish with a total enrollment of approximately 2,342 pupils. In conjunction with the regular educational programs, some of these schools offer special education and/or adult education programs. In addition, the School Board provides transportation and school food services for the students.

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

Funds of the School Board are classified into two categories: governmental and fiduciary.

Governmental Funds Governmental funds are used to account for the School Board's general government activities, including the collection and disbursement of specific or legally restricted monies and the acquisition or construction of capital assets. The School Board reports the following major governmental funds:

General fund - the primary operating fund of the School Board. It accounts for all financial resources of the School Board, except those required to be accounted for in another fund.

IASA - this fund is used to account for the Title I and Title II grants.

Fiduciary Funds Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of outside parties, including other governments, or on behalf of other funds within the School Board.

Agency funds are custodial in nature (assets equal liabilities) and do not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting. This fund is used for assets that the government holds for others in an agency capacity. These agency funds are as follows:

School activities fund - accounts for assets held by the School Board as an agent for the individual schools and school organizations.

Sales tax collection fund - accounts for monies collected on behalf of other taxing authorities within the parish.

Protested sales tax fund - accounts for monies collected on behalf of other taxing authorities within the parish that were paid under protest.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS) The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Assets and Liabilities at the fund financial statement level.

The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, liabilities, and deferred outflows/inflows resulting from exchange and exchange-like transactions are recognized when the exchange took place. Revenues, expenses, gains, losses, assets, liabilities, and deferred outflows/inflows resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Nonexchange Transactions."

Program Revenues Program revenues include 1) charges for services provided, 2) operating grants and contributions, and 3) capital grants and contributions; program revenues reduce the cost of the function to be financed from the School Board's general revenues. Charges for services are primarily derived from cafeteria sales. Operating grants and contributions consist of the many educational grants received from the federal and state government.

Allocation of Indirect Expenses The School Board reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is specifically identified by function and is included in the direct expense of each function.

Fund Financial Statements (FFS)

Governmental Funds The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and sales taxes are recognized when all applicable eligibility requirements are met and the resources are available.

Entitlements and shared revenues (which include state equalization and state revenue sharing) are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible to accrual criteria are

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Other receipts become measurable and available when cash is received by the School Board and are recognized as revenue at that time.

Expenditures

Salaries are recorded as paid. Salaries for nine-month employees are accrued at June 30. Substantially all other expenditures are recognized when the related fund liability has been incurred.

Other financing sources (uses) Transfers between funds that are not expected to be repaid (or any other types, such as capital lease transactions, sale of capital assets, insurance recoveries, debt extinguishments, and long-term debt proceeds, et cetera) are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Fiduciary Funds The agency fund is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting.

D. DEPOSITS AND INVESTMENTS Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposit accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the School Board may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Investments are limited by R.S. 33:2955 and the School Board's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at fair value except for the following which are required/permitted as per GASB Statement No. 31:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.
2. The School Board reports at amortized cost money market investments and *participating* interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

Definitions:

Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U. S. Treasury obligations.

E. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES During the course of operations, numerous transactions occur between individual funds for services rendered. These receivables and payables are classified as interfund receivables/payables on the balance sheet. Short-term interfund loans are also classified as interfund receivables/payables.

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

F. INVENTORY AND PREPAID ITEMS Inventory of the school food service special revenue fund consists of food purchased by the School Board and commodities granted by the United States Department of Agriculture through the Louisiana Department of Agriculture and Forestry. Inventory of the school food service fund is accounted for on the consumption method. Inventory items are valued at cost (first-in, first-out) and commodities are assigned values provided by the United States Department of Agriculture. Revenues related to commodities which are not consumed as of the date of the balance sheet are reflected as unearned revenues since title does not pass to the School Board until the commodities are consumed. Inventories are offset by a fund balance in which these do not constitute "available spendable resources," even though they are a component of total assets.

Acquisition of materials and supplies other than the food purchases are accounted for on the purchase method, that is, the expenditures are charged when the items are purchased. The value of these materials and supplies, except for the food purchased in the school food service special revenue fund, are not considered significant at June 30, 2017, and their value is not shown in the accompanying balance sheet.

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

G. CAPITAL ASSETS Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$5,000 of capital assets and \$250,000 for additions of intangibles-software. Donated capital assets are recorded at their acquisition value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives:

Buildings	20-40 years
Improvements other than buildings	10-20 years
Furniture and equipment	3-10 years
Transportation equipment	5-8 years
Intangibles-software	3-5 years

H. UNEARNED REVENUES The School Board reports unearned revenues on its statement of net position and its combined balance sheet. Unearned revenues arise when resources are received by the School Board before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures or for commodities in inventory at June 30, as described in Note F. In subsequent periods, when the School Board has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and the revenue is recognized.

I. COMPENSATED ABSENCES All 12-month employees earn 10 days of vacation leave each year depending on their length of service with the School Board. Employees can accumulate up to 20 days of vacation leave, yet do not receive payment upon retirement or termination.

All School Board employees earn a minimum of 10 to 18 days of sick leave each year, depending upon the number of years employed. Sick leave can be accumulated without limitation.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

The School Board's recognition and measurement criteria for compensated absences follow:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

- A. The employees' rights to receive compensation are attributable to services already rendered.
- B. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- A. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- B. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments. This is the method the School Board uses. The School Board makes the assumption that employees who have a minimum experience of 10 years will become eligible in the future to receive their accrued sick leave.

J. LONG-TERM OBLIGATIONS Bond premiums and discounts, as well as issuance costs, are recognized in the period the bonds are issued. Bond proceeds are reported as an other financing source. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures. Deferred gains on refunding are capitalized and amortized over the life of refunding in the GWFS.

The School Board provides certain continuing medical, dental, vision and life insurance benefits for its retired employees. The OPEB Plan is a single-employer defined benefit "substantive plan" as understood by past practices of the School Board.

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 retirement systems and additions to/deductions from the retirements systems' fiduciary net position have been determined on the accrual basis, as they are reported by the retirement systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The School Board does have items that qualify as deferred outflows of resources which are related to pension obligations. See Note 6 for additional information.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The School Board does have items that qualify as deferred inflows of resources which are related to pension obligations. See Note 6 for additional information.

L. RESTRICTED NET POSITION For the government-wide Statement of Net Position, net position is reported as restricted if either of the following conditions exist:

- Restrictions are externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments;
- Restrictions are imposed by law through constitutional provisions or enabling legislation.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed. Restricted net position reported in the Statement of Net Position for salaries and benefits and facility improvements are restricted by enabling legislation.

M. FUND EQUITY OF FUND FINANCIAL STATEMENTS GASB 54 requires the fund balance amounts to be reported within the fund balance categories as follows:

Non-spendable: Fund balance that is not in spendable form or legally or contractually required to be maintained intact. This category includes items that are not easily converted to cash such as inventories and prepaid items.

Restricted: Fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed: Fund balance that can only be used for specific purposes determined by the School Board's highest level of decision making authority. The Board is the highest level of decision making authority for the School Board that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit the funds.

Assigned: Fund balance that is constrained by the School Board's intent to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by the Board or Finance Committee.

Unassigned: Fund balance that is the residual classification for the general fund.

The School Board reduces committed amounts, followed by assigned amounts and then unassigned amounts when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The School Board considers restricted amounts have been spent when an expenditure has incurred for purposes for which both restricted and unrestricted fund balance is available.

N. INTERFUND TRANSACTIONS Transactions that constitute reimbursements to a fund for expenditures, initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as transfers.

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

O. SALES TAXES The School Board has a one-percent parish-wide sales and use tax as authorized in a special election held November 18, 1967. In accordance with the proposition approved by the voters of the parish, "the net revenues derived from said sales and use tax is to be dedicated and used solely for the purpose of providing funds for the payment of salaries of school employees in the parish of West Carroll." An additional one-percent parish-wide sales and use tax was authorized in a special election held January 17, 2004. The sales tax approved by the voters was dedicated "to paying salaries and related benefits of the full-time employees of said School Board".

P. USE OF ESTIMATES The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and deferred outflows/inflows of resources and disclosure of contingent assets, liabilities and deferred outflows/inflows of resources at the date of the financial statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Q. ELIMINATION AND RECLASSIFICATIONS In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

NOTE 2 - LEVIED TAXES The School Board levies taxes on real and business personal property located within West Carroll Parish's boundaries. Property taxes are levied by the School Board on property values assessed by the West Carroll Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

The West Carroll Parish Sheriff's Office bills and collects property taxes for the School Board. Collections are remitted to the School Board monthly.

Property Tax Calendar

Levy date	September 12, 2016
Tax bills mailed on or about	November 14 2016
Due date	December 31, 2016
Lien date	December 31, 2016
Tax sale date – 2016 delinquent property	May 18, 2017

Assessed values are established by the West Carroll Parish Tax Assessor each year on a uniform basis at the following ratios of assessed value to fair market value:

10% land	15% industrial improvements
15% machinery	15% commercial improvements
10% residential improvements	25% public service properties, excluding land

A revaluation of all property is required after 1978 to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2016. Total assessed value was \$75,181,740 in calendar year 2016. Louisiana state law exempts the first \$75,000 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was \$17,686,688 of the assessed value in calendar year 2016.

State law requires the sheriff to collect property taxes in the calendar year in which the assessment is made. Property taxes become delinquent January 1 of the following year. If taxes are not paid by the due date, taxes bear interest at the rate of 1.25% per month until the taxes are paid. After notice is given to the delinquent taxpayers, the sheriff is

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

required by the Constitution of the State of Louisiana to sell the least quantity of property necessary to settle the taxes and interest owed.

The tax roll is prepared by the parish tax assessor in November of each year. The amount of 2016 property taxes to be collected occurs in December 2016 and January and February 2017. All property taxes are recorded in the general and special revenue (maintenance and construction funds) funds. The School Board considers the lien date (December 31, 2016) as the date an enforceable legal claim occurs for 2016 property taxes. Accordingly, the 2016 property taxes are budgeted in the 2016-17 fiscal year of the School Board.

Estimated uncollectible taxes are those taxes based on past experience which will not be collected in the subsequent year and are primarily due to subsequent adjustments to the tax roll. Historically, virtually all ad valorem taxes receivable were collected since they are secured by property. Therefore, there is no allowance for uncollectible taxes.

The following is a summary of authorized and levied (tax rate per \$1,000 Assessed Value) ad valorem taxes:

	Adjusted <u>Maximum Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Parish-wide taxes:			
Constitutional	7.23	7.23	Statutory
Maintenance and Operations	6.23	6.23	2021
Maintenance and Operations	11.76	11.76	2019
District taxes:			
Ward 1 Maintenance	4.57	4.57	2019

NOTE 3 - DEPOSITS AND INVESTMENTS

Interest Rate Risk: The School Board’s policy does not address interest rate risk.

Credit Risk: The School Board invests in certificates of deposit which do not have credit ratings. The School Board’s policy does not address credit risk.

Custodial Credit Risk – Deposits: At year-end, the School Board's carrying amount of deposits was \$10,033,115 (including \$100,000 of time deposits classified as investments on Statement A and \$390,447 reported in agency funds on Statement G) and the bank balance was \$12,081,242. Of the bank balance, \$420,321 is covered by federal depository insurance (GASB Category 1) and \$11,660,921 was collateralized with securities held by the pledging financial institution's trust department or agent but not in the School Board's name (GASB Category 3). Even though the pledged securities are considered uncollateralized, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities with 10 days of being notified by the School Board that the fiscal agent has failed to pay deposited funds on demand. The School Board’s policy does not address custodial credit risk.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

NOTE 4 - RECEIVABLES The balance of receivables at June 30, 2017, is shown below. The School Board expects to collect the full amount; therefore, no allowance for doubtful accounts has been established.

	General	IASA	Nonmajor Governmental	Total
Intergovernmental - grants:				
Federal	\$ -	\$ 375,365	\$ 247,464	\$ 622,829
State	-	-	143,879	143,879
Local				
Sales tax	239,172	-	-	239,172
Other	68,217	-	-	68,217
Total	<u>\$ 307,389</u>	<u>\$ 375,365</u>	<u>\$ 391,343</u>	<u>\$ 1,074,097</u>

Included in the government-wide financial statements was a receivable for \$444,992 for insurance recoveries related to a school building that burned. Since the full amount is expected to be received, no allowance for doubtful accounts has been established.

NOTE 5 - CAPITAL ASSETS

	Balance Beginning	Additions	Deletions	Balance Ending
Governmental activities				
Nondepreciable capital assets				
Land	\$ 357,713	\$ 25,000	\$ -	\$ 382,713
Total nondepreciable capital assets	<u>357,713</u>	<u>25,000</u>	<u>-</u>	<u>382,713</u>
Depreciable capital assets				
Buildings and improvements	6,158,926	115,700	-	6,274,626
Furniture and equipment	3,857,785	112,777	1,332	3,969,230
Total depreciable capital assets	<u>10,016,711</u>	<u>228,477</u>	<u>1,332</u>	<u>10,243,856</u>
Less accumulated depreciation				
Buildings and improvements	5,051,323	50,555	-	5,101,878
Furniture and equipment	3,319,625	131,892	1,332	3,450,185
Total accumulated depreciation	<u>8,370,948</u>	<u>182,447</u>	<u>1,332</u>	<u>8,552,063</u>
Total depreciable capital assets, net	<u>1,645,763</u>	<u>46,030</u>	<u>-</u>	<u>1,691,793</u>
Governmental activities capital assets, net	<u>\$ 2,003,476</u>	<u>\$ 71,030</u>	<u>\$ -</u>	<u>\$ 2,074,506</u>

Depreciation expense was charged to governmental activities as follows:

Regular programs	\$ 22,892
Special programs	379
Other instructional programs	1,432
General administration	8,507
School administration	6,153
Plant services	47,086
Student transportation services	81,248
Food services	14,750
Total depreciation expense	<u>\$ 182,447</u>

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

NOTE 6 - PENSION PLANS The School Board is a participating employer in two statewide, public employee retirement systems, the Louisiana School Employees' Retirement System (LSERS) and the Teacher's Retirement System of Louisiana (TRSL). Both systems have separate boards of trustees and administer cost-sharing, multiple-employer defined benefit pension plans, including classes of employees with different benefits and contribution rates (sub-plans). Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of all sub-plans administered by these systems to the State Legislature. Each system issues a public report that includes financial statements and required supplementary information. Copies of these reports for LSERS and TRSL may be obtained at www.lasers.net and www.trsl.org, respectively.

TRSL also administers an optional retirement plan (ORP), which was created by Louisiana Revised Statute 11:921-931 for academic and administrative employees of public institutions of higher education and is considered a defined contribution plan (see Optional Retirement Plan note below). A portion of the employer contributions for ORP plan members is dedicated to the unfunded accrued liability of the TRSL defined benefit plan.

General Information about the Pension Plans

Plan Descriptions/Benefits Provided:

Louisiana School Employees' Retirement System: LSERS administers a plan to provide retirement, disability, and survivor's benefits to non-teacher school employees excluding those classified as lunch workers and their beneficiaries as defined in R.S. 11:1001. The age and years of creditable service (service) required in order for a member to receive retirement benefits are established by R.S. 11:1141-1153 and vary depending on the member's hire date.

A member who joined the system on or after July 1, 2015 is eligible for normal retirement if he has at least 5 years of creditable service and is at least age 62. A member who joined between July 1, 2010 and June 30, 2015 is eligible for normal retirement if he has at least 5 years of creditable service and is at least age 60. A member who joined the system on or before June 30, 2010 is eligible for normal retirement if he has at least 30 years of creditable service regardless of age, 25 years of creditable service and is at least age 55, or 10 years of creditable service and is at least age 60. All members are eligible for retirement with 20 years of creditable service regardless of age with an actuarially reduced benefit.

For members who joined the system prior to July 1, 2006, the maximum retirement benefit is an amount equal to 3 1/3% of the average compensation for the 3 highest consecutive years of membership service, subject to the 10% salary limitation, multiplied by the number of years of service limited to 100% of final average compensation plus a supplementary allowance of \$2.00 per month for each year of service. For members who joined the system on or after July 1, 2006 through June 30, 2010, 3 1/3% of the average compensation is used to calculate benefits, however, the calculation consists of the five highest consecutive years of membership service, subject to the 10% salary limitation. For members who joined the system on or after July 1, 2010, 2 1/2% of the average compensation is used to calculate benefits and consists of the five highest consecutive years' average salary, subject to the 15% salary limitation. The supplemental allowance was eliminated for members entering the plan on or after July 1, 1986. Effective January 1, 1992, the supplemental allowance was reinstated to all members whose service retirement became effective after July 1, 1971.

A member is eligible to retire and receive disability benefits if the member has at least 5 years of creditable service, is not eligible for normal retirement and has become totally and permanently disabled and is certified as disabled by the Medical Board. A vested person with twenty or more years of creditable service is eligible for a disability benefit until normal retirement age. A member who joins the system on or after July 1, 2006, must have at least 10 years of service

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

to qualify for disability benefits. Upon the death of a member with five or more years of creditable service, the plan provides benefits for surviving spouses and minor children. Under certain conditions outlined in the statutes, a spouse is entitled to 75% of the member's benefit.

Teachers' Retirement System of Louisiana: TRSL administers a plan to provide retirement, disability, and survivor benefits to employees who meet the legal definition of a "teacher" as provided for in R.S 11:701. Eligibility for retirement benefits and the calculation of retirement benefits are provided for in R.S. 11:761. Statutory changes closed existing, and created new, sub-plans for members hired on or after January 1, 2011 and July 1, 2015.

Most members are eligible to receive retirement benefits 1) at the age of 60 with 5 years of service, 2) at the age of 55 with at least 25 years of service, or 3) at any age with at least 30 years of service. For members joining on or after July 1, 2015, retirement benefits are paid at age 62 with at least 5 years of service credit. Members may retire with an actuarially reduced benefit with 20 years of service credit. Retirement benefits are calculated by applying a percentage ranging from 2% to 3% of final average salary multiplied by years of service. Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to January 1, 2011, or highest 60 consecutive months of employment for members employed after that date.

Under R.S. 11:778 and 11:779, members who have suffered a qualified disability are eligible for disability benefits if employed prior to January 1, 2011 and attained at least 5 years of service or if employed on or after January 1, 2011 and attained at least 10 years of service. Members employed prior to January 1, 2011 receive disability benefits equal to 2½% of average compensation multiplied by the years of service, but not more than 50% of average compensation subject to statutory minimums. Members employed on or after January 1, 2011 receive disability benefits equivalent to the regular retirement formula without reduction by reason of age.

Survivor benefits are provided for in R.S. 11:762. In order for survivor benefits to be paid, the deceased member must have been in state service at the time of death and must have a minimum of five years of service, at least two of which were earned immediately prior to death, or must have had a minimum of twenty years of service regardless of when earned in order for a benefit to be paid to a minor or handicapped child. Survivor benefits are equal to 50% of the benefit to which the member would have been entitled if retired on the date of death using a factor of 2½% regardless of years of service or age, or \$600 per month, whichever is greater. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or a qualified handicapped child.

Deferred Retirement Option Program (DROP)

In lieu of terminating employment and accepting a service retirement, an eligible LSERS or TRSL member can begin participation in the DROP on the first retirement eligibility date for a period not to exceed 3 years. A member has a 60 day window from his first eligible date to participate in the program in order to participate for the maximum number of years. Delayed participation reduces the three year maximum participation period. During participation, benefits otherwise payable are fixed, and deposited in an individual DROP account. Upon termination of DROP participation, the member can continue employment and earn additional benefit accruals to be added to the fixed pre-DROP benefit. Upon termination of employment, the member is entitled to the fixed benefit, an additional benefit based on post-DROP service (if any), and the individual DROP account balance which can be paid in a lump sum or an additional annuity based upon the account balance.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

Cost of Living Adjustments

As fully described in Title 11 of the Louisiana Revised Statutes, LSERS and TRSL allow for the payment of permanent benefit increases, also known as cost of living adjustments, or COLAs, that are funded through investment earnings when recommended by the board of trustees and approved by the Legislature. These ad hoc COLAs are not considered to be substantively automatic.

Contributions

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee. For those members participating in the TRSL defined contribution ORP, a portion of the employer contributions are used to fund the TRSL defined benefit plans' unfunded accrual liability.

Employer contributions to LSERS for fiscal year 2017 were \$257,844, with active member contributions ranging from 7.5% to 8%, and employer contributions of 27.3%. Employer defined benefit plan contributions to TRSL for fiscal year 2017 were \$2,362,202, with active member contributions of 8%, and employer contributions of 25.5%. Non-employer contributions to TRSL were \$43,043 from ad valorem taxes and revenue sharing funds and \$3,191 from the State for PIP salaries totaled \$46,234 for fiscal year 2017. These non-employer contributions were recorded as revenue and were used as employer contributions.

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

At June 30, 2017, the School Board reported liabilities of \$2,598,673 and \$23,861,059 under LSERS and TRSL, respectively, for its proportionate share of the Net Pension Liability (NPL). The NPL for LSERS and TRSL was measured as of June 30, 2016, and the total pension liabilities used to calculate the NPL were determined by actuarial valuations as of that date. The School Board's proportions of the NPL were based on projections of the School Board's long-term share of contributions to the pension plans relative to the projected contribution of all participating employers, actuarially determined. As of June 30, 2016, the most recent measurement date, the School Board's proportions and the changes in proportion from the prior measurement date were .34449%, or a decrease of 0.01759% for LSERS and .20330% or a decrease of .01020% for TRSL.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

For the year ended June 30, 2017, the School Board recognized a total pension expense of \$2,407,782, or \$251,919 and \$2,155,863 for LSERS and TRSL, respectively. The School Board reported deferred outflows of resources and deferred inflows of resources related to pensions as components of unrestricted net position from the following sources:

	Deferred Outflows			Deferred Inflows		
	LSERS	TRSL	Total	LSERS	TRSL	Total
Differences between expected and actual experience	\$ -	\$ -	\$ -	\$ 70,916	\$ 471,084	\$ 542,000
Changes of assumptions	61,563	-	61,563	68,685	-	68,685
Net difference between projected and actual earnings on pension plan investments	329,208	1,737,030	2,066,238	-	-	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	197,382	197,382	103,733	1,306,840	1,410,573
Employer contributions subsequent to the measurement date	257,844	2,362,202	2,620,046	-	-	-
Total	\$ 648,615	\$ 4,296,614	\$ 4,945,229	\$ 243,334	\$ 1,777,924	\$ 2,021,258

Deferred outflows of resources related to pensions resulting from the School Board's contributions subsequent to the measurement date will be recognized as a reduction of the LSERS and TRSL NPL in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

	LSERS	TRSL	Total
2018	\$ (63,882)	\$ (259,472)	\$ (323,354)
2019	(32,197)	(259,472)	(291,669)
2020	148,777	468,049	616,826
2021	94,739	207,383	302,122

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

Actuarial Assumptions

The total pension liabilities for LSERS and TRSL in the June 30, 2016 actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurements:

	<u>LSERS</u>	<u>TRSL</u>
Valuation Date	June 30, 2016	June 30, 2016
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Expected Remaining Service Lives	3 years	5 years
Investment Rate of Return	7.125%, net of investment expense, including inflation	7.75%, net of investment expense
Inflation Rate	2.625% per annum	2.5% per annum
Projected salary increases	20018-2012 Experience study, ranging from 3.075% to 5.375%	3.5% to 10% varies depending on duration of service
Cost-of-living adjustments	Not substantively automatic	Not substantively automatic
Mortality	RP-2000 Sex Distinct Mortality Table	RP-2000 Mortality Table with projection to 2025 using Scale AA
Termination, Disability, Retirement	Projected based on a five year (2008-2012) experience study	Projected based on a five year (2008-2012) experience study

For LSERS the long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM 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.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

For TRSL, the long-term expected rate of return was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges 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 2.5% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return was 8.23% for 2016. The target allocation and best estimates of real rates of return for each major asset class are summarized for each plan in the following table:

	Target Allocation	Long-Term Expected Real Rate of Return
TRSL (arithmetic)		
Domestic equity	31.00%	4.50%
International equity	19.00%	5.31%
Domestic fixed income	14.00%	2.45%
International fixed income	7.00%	3.28%
Alternatives	29.00%	11.62%
Total	100.00%	
LSERS (geometric)		
Fixed income	30.00%	1.82%
Equity	51.00%	3.10%
Alternative investments	13.00%	0.79%
Real assets	6.00%	0.36%
Total	100.00%	6.07%
Inflation		2.00%
Expected arithmetic nominal return		8.07%

Discount Rate. The discount rate used to measure the total pension liability was 7.125% for LSERS and 7.75% for TRSL. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions from participating employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan'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.

For LSERS, the discount rate used in the June 20, 2016 net pension liability valuation was increased from the 7.00% used in the June 30, 2015 valuation to 7.125%. The rate used in the June 30, 2015 valuation assumed 0.25% of investment return would offset administrative expenses. Based on Act 94 of the 2016 Regular Session of the Legislature, beginning with the June 30, 2016, actuarial valuation, the explicit cost of projected noninvestment related administrative expenses will be included in the calculation of the actuarially required contribution for the System. With this change, the valuation of plan liabilities based on a valuation interest rate set for 0.25% below the assumed long-term rate of return is no longer necessary. Instead, for the June 30, 2016, actuarial valuation, the assumed long-term rate of return was reduced from 7.25% to 7.125%, and the valuation interest rate was set equal to the long-term rate of return.

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

Sensitivity of the proportionate share of the NPL to changes in the discount rate. The following presents the School Board's proportionate share of the NPL for LSERS and TRSL using the current discount rate as well as what the School Board's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
LSERS	\$ 3,411,334	\$ 2,598,673	\$ 1,902,434
TRSL	29,762,044	23,861,059	18,839,720

Pension plan fiduciary net position. Detailed information about LSERS and TRSL fiduciary net position is available in the separately issued financial reports referenced above.

Payables to the Pension Plan. At June 30, 2017, the School Board had \$0 and \$0 in payables to LSERS and TRSL, respectively, for the June 2017 employee and employer legally required contributions.

Optional Retirement Plan

TRSL administers an optional retirement plan (ORP), which was created by R.S. 11:921-931 for academic and administrative employees of public institutions of higher education. The purpose of the optional retirement plan is to provide retirement and death benefits to the participants while affording the maximum portability of these benefits to the participants. The optional retirement plan is a defined contribution plan that provides for full and immediate vesting of all contributions remitted to the participating companies on behalf of the participants. Eligible employees make an irrevocable election to participate in the optional retirement plan rather than the TRSL and purchase retirement and death benefits through contracts provided by designated companies. Benefits payable to participants are not the obligation of the State of Louisiana or the TRSL. Such benefits and other rights of the ORP are the liability and responsibility solely of the designated company or companies to whom contributions have been made.

R.S. 11:927 sets the contribution requirements of the ORP plan members and the employer ORP contributions to TRSL for fiscal year 2017 totaled \$13,460, which represents pension expense for the School Board. Employee contributions totaled \$3,930. The active member and employer contribution rates were 8% and 5.4%, respectively, with an additional employer contribution of 21.2% made to the TRSL defined benefit plan described above.

NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS

Plan description - In accordance with state statutes, the School Board provides certain continuing health care and life insurance benefits for its retired employees on a pay-as-you-go basis. The School Board's OPEB plan is a single-employer defined benefit "substantive plan" as understood by past practices of the School Board and its employees. Although no written plan or trust currently exists or is sanctioned by law, the OPEB plan is reported based on communication to plan members. Also, no stand-alone financial report was prepared. Substantially all of the School Board's employees become eligible for these benefits if they reach normal retirement age while working for the School Board. These benefits and similar benefits for active employees are provided through the Foundation Health Plan, whose monthly premiums are paid jointly by the employee and the School Board.

Funding Policy - The contribution requirements of plan members and the School Board are established and may be amended by LRS 42:801-883. Employees do not contribute to their post employment benefits cost until they become retirees and begin receiving those benefits. The retirees contribute to the cost of retiree healthcare based on a service schedule. Contribution amounts vary depending on the number of covered parties. If the employee alone is covered under any of the three plans the retiree pays 13.5% to 25% depending upon the plan chosen and the employer pays 75% – 86.5%. Coverage for an employee plus one additional person under PPO or HMO is a 25%/75% split and

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

under an EPO plan is a 28%/72% split. All life insurance paid is 75% paid by the employee and 25% paid by the employer.

The plan is currently financed on a pay as you go basis, with the School Board contributing \$1,658,304 for 251 retirees.

Annual Other Post Employment Benefit Cost and Liability - The School Board's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45, which was implemented for the year ended June 30, 2009. The ARC represents a level of funding that, if paid on an ongoing basis, would cover normal cost each year and amortize any unfunded actuarial liabilities (UAL) over a period of thirty years. A 30 year, closed amortization period had been used. The level dollar amortization method was used. The total ARC for fiscal year 2017 is \$5,398,117 as set forth below:

Normal Cost	\$ 1,855,783
30-year UAL amortization amount	3,542,334
Annual required contribution (ARC)	\$ 5,398,117

The following table presents the School Board's OPEB Obligation for fiscal year 2017, 2016, and 2015:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Beginning Net OPEB Obligation July 1	\$ 19,036,787	\$ 16,695,008	\$ 14,088,841
Annual required contribution	5,398,117	4,452,218	4,452,218
Interest on prior year net OPEB obligation	761,471	667,800	563,554
Adjustment to ARC	(1,317,320)	(1,094,976)	(924,045)
Annual OPEB Cost	4,842,268	4,025,042	4,091,727
Less current year retiree premiums	(1,658,304)	(1,683,263)	(1,485,560)
Increase in Net OPEB Obligation	3,183,964	2,341,779	2,606,167
Ending Net OPEB Obligation at June 30	\$ 22,220,751	\$ 19,036,787	\$ 16,695,008

Utilizing the pay as you go method, the School Board contributed 34.2% of the annual post employment benefits cost during 2017, 41.8% during 2016, and 36.3% during 2015.

Funded Status and Funding Progress - Since the plan is not funded, the School Board's entire actuarial accrued liability of \$51,190,810 was unfunded.

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

The funded status of the plan, as determined by an actuary as of July 1, 2016, was as follows:

Actuarial accrued liability (AAL)	\$	51,190,810
Actuarial value of plan assets		-
Unfunded actuarial accrued liability (UAAL)	\$	51,190,810
Funded ratio (actuarial value of plan assets/AAL)		0%
Covered payroll	\$	10,525,503
UAAL as a percentage of covered payroll		486%

The Schedule of Funding Progress required supplemental information follows the notes. The Schedule presents multi-year trend information about whether the actuarial value of plan assets is decreasing or increasing over time relative to the actuarial accrued liability for benefits.

Actuarial Methods and Assumptions - Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities consistent with the long-term perspective of the calculations.

In the June 30, 2017 West Carroll Parish School Board actuarial valuation, using the census data from July 1, 2016, the unit credit actuarial cost method was used. The actuarial assumptions included a 4.0% discount rate for valuing liabilities. The expected rate on increase in healthcare costs was based on Pre-Medicare and Medicare eligible graduated down from 6.0% to an ultimate annual rate of 4.4%. The inflation rate, which is a subset of the healthcare costs trend rate, was assumed to be 2.50%. The RP-2000 combined healthy mortality table projected to 2031 for non-annuitants with Scale AA for pre-retirement and RP-2000 combined health mortality table projected to 2023 with Scale AA for post-retirement were used in making actuarial assumptions in regards to the mortality rate. Withdrawal rates for employees ranged from 13% at age 25 to 4% at age 50. Disability rates ranged from .01% at age 25 to .47% at age 55. Retirement rates ranged from 4.2% at age 50 to 100% at age 73. The remaining amortization period at June 30, 2017 for other post-employment benefits (OPEB) was twenty-one years.

NOTE 8 - ACCOUNTS, SALARIES AND OTHER PAYABLES Payables at June 30, 2017 are as follows:

	General	Nonmajor Governmental	Total
Salaries	\$ 1,314,589	\$ -	\$ 1,314,589
Accounts payable	1,069	624	1,693
Total	\$ 1,315,658	\$ 624	\$ 1,316,282

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

NOTE 9 - COMPENSATED ABSENCES At June 30, 2017, employees of the School Board have accumulated and vested \$533,090 of employee leave benefits, including \$7,619 of salary-related benefits. These employee leave benefits were computed in accordance with GASB Codification Section C60.

NOTE 10 - CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS A summary of changes in agency fund deposits due others for the year end June 30, 2017 follows:

	Balance, Beginning	Additions	Reductions	Balance, Ending
Agency funds:				
School activities fund	\$ 290,004	\$ 975,916	\$ 1,043,500	\$ 222,420
Sales tax collection fund	667,556	7,150,634	7,174,860	643,330
Protested sales tax fund	161,224	6,803	-	168,027
Total	<u>\$ 1,118,784</u>	<u>\$ 8,133,353</u>	<u>\$ 8,218,360</u>	<u>\$ 1,033,777</u>

The following is the detailed Schedule of Changes due to others for the Sales Tax Collection fund on an accrual basis:

	Balance, Beginning	Additions	Reductions	Balance, Ending
West Carroll Parish Police Jury	\$ 351,344	\$ 3,742,863	\$ 3,751,704	\$ 342,503
West Carroll Parish School Board	250,573	2,643,765	2,655,166	239,172
Village of Epps	2,010	19,529	20,099	1,440
Town of Oak Grove	63,629	744,477	747,891	60,215
Totals	<u>\$ 667,556</u>	<u>\$ 7,150,634</u>	<u>\$ 7,174,860</u>	<u>\$ 643,330</u>

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

NOTE 11 - SALES TAX COLLECTIONS AND DISBURSEMENTS (CASH BASIS) The following are schedules of the sales tax collections and disbursements on a cash basis collected in behalf of payments made to local governmental entities for the fiscal year ended June 30, 2017:

	<u>Total Collection</u>	<u>Collection Fees</u>	<u>Attorney, Audit Fees & Refunds</u>	<u>Total Disbursements</u>
Parish Police Jury				
General Fund (1%)	\$ 1,250,567	\$ 25,010	\$ 3,503	\$ 1,222,054
Solid Waste Disposal (3/4%)	937,928	18,759	2,627	916,542
S. Waste/Recycling (1/4%)	312,641	6,253	876	305,512
Fire (1/2%)	625,284	12,506	1,752	611,026
Ambulance (1/2%)	625,284	12,506	1,752	611,026
Total Parish Police Jury (3%)	<u>3,751,704</u>	<u>75,034</u>	<u>10,510</u>	<u>3,666,160</u>
Town of Oak Grove (1%)	747,891	14,959	3,343	729,589
Village of Epps	20,099	402	557	19,140
Parish School Board (2%)	<u>2,655,166</u>	<u>90,393</u>	<u>-</u>	<u>2,564,773</u>
Total	<u>\$ 7,174,860</u>	<u>\$ 180,788</u>	<u>\$ 14,410</u>	<u>\$ 6,979,662</u>

NOTE 12 - LONG-TERM LIABILITIES The following is a summary of the long-term obligation transactions for the year:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities					
Long-term activities					
OPEB liability	\$ 19,036,787	\$ 4,842,268	\$ 1,658,304	\$ 22,220,751	\$ -
Net pension liability	25,252,342	3,865,092	2,657,702	26,459,732	-
Compensated absences	533,445	396,521	396,876	533,090	396,876
Workers' compensation claims	6,852	8,715	8,715	6,852	6,852
	<u>\$ 44,829,426</u>	<u>\$ 9,112,596</u>	<u>\$ 4,721,597</u>	<u>\$ 49,220,425</u>	<u>\$ 403,728</u>

The OPEB liability, net pension liability, compensated absences and workers' compensation claims attributable to the governmental activities majority will be liquidated by the general fund.

**West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017**

NOTE 13 - INTERFUND TRANSACTIONS (FFS LEVEL ONLY)

Interfund Receivable/Payables:

<u>Receivable Fund</u>	<u>Amount</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	\$ 326,429	Nonmajor Governmental	\$ 326,429
General Fund	<u>375,365</u>	IASA	<u>375,365</u>
Total	<u>\$ 701,794</u>		<u>\$ 701,794</u>

The purpose of interfund receivable/payables is to cover expenditures on cost reimbursement programs until reimbursements are received.

NOTE 14 - FUND BALANCE CLASSIFICATION DETAIL

	<u>General</u>	<u>Nonmajor Governmental</u>	<u>Total</u>
Non spendable:			
Inventory	\$ -	\$ 21,647	\$ 21,647
Restricted for:			
Workers' compensation reserve	100,000	-	100,000
Salaries and benefits	1,193,370	-	1,193,370
School food service	-	410,245	410,245
Facility improvements	-	967,585	967,585
Career development	-	74,673	74,673
Committed to:			
Vocational programs	-	4,223	4,223
New school buses	487,412	-	487,412
Unassigned	<u>6,137,822</u>	<u>-</u>	<u>6,137,822</u>
Total	<u>\$ 7,918,604</u>	<u>\$ 1,478,373</u>	<u>\$ 9,396,977</u>

NOTE 15 - RISK MANAGEMENT The School Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

A risk management program for workers' compensation insurance was established by the School Board several years ago. It joined a pool with two other school boards in Northeast Louisiana in order to share workers' compensation cost. The School Board's share of risk is determined by calculating its percentage of the total manual premium of the group. The risk allocated to the School Board for the year ended June 30, 2017, was 28%. Premiums are paid to a third-party administrator and are available to pay claims, claim reserves, and administrative costs of the program. As of June 30, 2017, such interfund premiums did not exceed reimbursable expenditures. These premiums are based primarily upon the individual funds payroll and are reported as expenditures in the individual funds. During the fiscal year 2017, a total of \$8,715 was paid in benefits and administrative costs.

An excess coverage insurance policy covers individual claims in excess of \$325,000. Maximum retention exposure or aggregate claims amounts to \$1,000,000. Claims payable of \$11,802 as of June 30, 2017, has been accrued as a liability. The liability at June 30, 2017, was provided by the third party administrator. The liability does not include incremental costs. The School Board has pledged a \$100,000 letter of credit with the Office of Employment Security.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

Changes in the claims amount in previous fiscal years were as follows:

<u>Years Ended June 30,</u>	<u>Beginning of Fiscal Year Liability</u>	<u>Claims and Changes in Estimates</u>	<u>Benefit Payment and Claims</u>	<u>Ending of Fiscal Year Liability</u>
2014-2015	\$ 11,802	\$ 10,698	\$ 10,698	\$ 11,802
2015-2016	11,802	29,680	29,680	11,802
2016-2017	11,802	8,715	8,715	11,802

The ending liability is \$11,802; however, the current portion, which accounts for two months payments after year end, is reflected as claims payable of \$4,950 in the governmental funds Balance Sheet (Statement C). The remaining balance of \$6,852 is considered the long-term portion, of which the full amount is considered due within one year in the Statement of Net Position (Statement A).

The School Board continues to carry commercial insurance for all other risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

The School Board also participates in an entity risk pool for insurance coverage, including property and casualty insurance and the reinsurance of such coverage, in order to provide a more efficient and effective way to acquire insurance coverage. The entity risk pool is known as Property Casualty Alliance of Louisiana (PCAL), which is established only for School Boards and is overseen by a board made up of School Board Members. The responsibilities of the School Board is to pay contributions based upon a risk-funding plan developed by the Program as well as to have a loss prevention plan to make all reasonable efforts to eliminate and minimize hazards that would contribute to property/casualty losses. The pool is responsible for handling any and all claims after notice of loss has been received.

NOTE 16 - LITIGATION AND CLAIMS

Litigation The School Board is involved in various lawsuits as of June 30, 2017. Management and legal counsel for the School Board believe that the potential claims against the School Board not covered by insurance would not materially affect the School Board's combined financial position.

Grant Disallowances The School Board participates in a number of state and federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. School Board management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

Self Insurance The School Board is partially self-insured for workers' compensation. The School Board maintains stop-loss coverage with an insurance company for claims in excess of \$325,000 per occurrence for each employee. All known claims filed and an estimate of incurred but not reported claims based on experience of the School Board are made and accrued as necessary in the financial statements.

NOTE 17 - ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES On-behalf payments for fringe benefits and salaries are direct payments made by an entity (the paying agent) to a third-party recipient for the employees of another, legally separate entity (the employer entity). GASB Statement No. 24 requires employer governments to recognize revenue and expenditures or expenses for these on-behalf payments.

West Carroll Parish School Board
Notes to the Financial Statements
June 30, 2017

The State of Louisiana made pension contributions (regarding Professional Improvement Program) directly to the Teachers' Retirement System of Louisiana on behalf of the School Board in the amount of \$3,191. This amount was recognized as state revenue and a corresponding expenditure in the applicable fund from which the salary was paid.

The Parish Tax Collector makes retirement remittances to the Teachers' Retirement System of Louisiana. These remittances are a portion of the property taxes and state revenue sharing collected which are statutorily set aside for teacher's retirement. The basis for recognizing revenue and expenditure payments is the actual contribution made by the Tax Collector's Office. For 2017, the Tax Collector paid the Teachers' Retirement System of Louisiana \$43,043. This amount was recognized as ad valorem revenue and reduction of the School Board's required contribution to the TRSL pension plan.

NOTE 18 - ECONOMIC DEPENDENCY The Minimum Foundation Program funding provided by the state to all public school systems in Louisiana is primarily based on October 1 student count. The state provided \$13,731,728 to the School Board, which represents approximately 59.6% of the School Board's total revenue for the year.

NOTE 19 - NEW GASB STANDARDS In fiscal year 2017, the School Board adopted the following new statements of financial accounting standards issued by the Governmental Accounting Standards Board:

- *Statement No. 77 – Tax Abatement Disclosures* establishes standards of accounting and financial reporting for tax abatements. Financial statement users need information about certain limitations on a government's ability to raise resources. This includes limitations on revenue-raising capacity resulting from government programs that use tax abatements to induce behavior by individuals and entities that is beneficial to the government or its citizens. Tax abatements are widely used by state and local governments, particularly to encourage economic development. This Statement requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements and (2) those that are entered into by other governments and that reduce the reporting government's tax revenues.
- *Statement No. 82 – Pension Issues:* This Statement establishes standards to improve consistency in the application of pension accounting and financial reporting requirements by addressing certain issues that have been raised with respect to statements No. 67, No. 68, and No. 73. This Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements.

The adoption of these Statements did not impact the School Board's government-wide financial statements or the fund balance of the governmental funds.

NOTE 20 - SUBSEQUENT EVENTS In October 2017, the School Board traded in 5 used school buses as a down payment on the purchase of 5 new school buses. The remaining purchase balance of \$151,580 was paid by the School Board.

NOTE 21 - INSURANCE RECOVERIES During the 2015-2016 fiscal year, a school building that was not being used was destroyed by a fire. The building and contents were insured. During the 2016-2017 fiscal year the School Board received \$1,245,000 in insurance proceeds. The total insurance settlement is unknown.

REQUIRED SUPPLEMENTARY INFORMATION

West Carroll Parish School Board
Schedule of Funding Progress for Other Post Employment Benefit Plan
June 30, 2017

Exhibit 1

Fiscal Year Ended	Actuarial Valuation Date	(a) Actuarial Value of Assets	(b) Actuarial Accrued Liability (AAL)	(b-a) Unfunded AAL (UAAL)	(a/b) Funded Ratio	(c) Covered Payroll	(b-a/c) UAAL as a Percentage of Covered Payroll
June 30, 2009	7/1/2008	\$ -	\$36,281,374	\$36,281,374	0%	\$11,872,758	306%
June 30, 2010	7/1/2008	-	36,281,374	36,281,374	0%	11,888,693	305%
June 30, 2011	7/1/2010	-	38,045,992	38,045,992	0%	12,083,842	315%
June 30, 2012	7/1/2010	-	38,045,992	38,045,992	0%	11,406,819	334%
June 30, 2013	7/1/2012	-	39,881,372	39,881,372	0%	11,304,563	353%
June 30, 2014	7/1/2012	-	39,881,372	39,881,372	0%	11,344,057	352%
June 30, 2015	7/1/2014	-	41,667,578	41,667,578	0%	11,558,402	361%
June 30, 2016	7/1/2014	-	41,667,578	41,667,578	0%	10,507,223	397%
June 30, 2017	7/1/2016	-	51,190,810	51,190,810	0%	10,525,503	486%

West Carroll Parish School Board
Schedule of Employer's Proportionate Share of the Net Pension Liability
June 30, 2017

Exhibit 2-1

<u>Fiscal Year</u>	<u>Employer's Proportion of the Net Pension Liability</u>	<u>Employer's Proportionate Share of the Net Pension Liability</u>	<u>Employer's Covered Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
Louisiana School Employees' Retirement System					
2015	0.371800%	\$ 2,158,839	\$ 1,042,974	207%	76.18%
2016	0.362082%	2,296,058	1,010,838	227%	74.49%
2017	0.344493%	2,598,673	978,474	266%	70.09%
Teacher's Retirement System of Louisiana					
2015	0.21852%	\$ 22,336,262	\$ 9,938,823	225%	63.7%
2016	0.21350%	22,956,284	9,758,294	235%	62.5%
2017	0.20330%	23,861,059	9,634,404	248%	59.9%

Notes:

The amounts presented have a measurement date of the previous fiscal year end.

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

West Carroll Parish School Board
Schedule of Employer Contributions to Pension Plans
June 30, 2017

Exhibit 2-2

<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
Louisiana School Employees' Retirement System					
2015	\$ 330,034	\$ 330,034	\$ -	\$ 1,010,838	32.6%
2016	295,499	295,499	-	978,474	30.2%
2017	257,844	257,844	-	951,378	27.1%
Teacher's Retirement System of Louisiana					
2015	\$ 2,730,564	\$ 2,730,564	\$ -	\$ 9,758,294	28.0%
2016	2,534,765	2,534,765	-	9,634,404	26.3%
2017	2,362,202	2,362,202	-	9,432,322	25.0%

Notes:

The amounts presented were determined as of the fiscal year end.

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

West Carroll Parish School Board
Notes to Required Supplementary Information for Pensions

Louisiana School Employees' Retirement System

Changes in Benefit Terms: Members whose first employment makes them eligible for membership in a Louisiana state retirement system on or after July 1, 2015 may retire with a 2.5% benefit factor after attaining the age of 62 with at least 5 years of service credit and are eligible for an actuarially reduced benefit with 20 years of service at any age. This benefit change raised the age requirement from 60 years of age for members hired after June 30, 2010.

Changes in assumptions: For amounts reported in 2016, the valuation investment rate of return was reduced from the 7.25% reported in 2015 to 7.00%. The reduction was made to account for the funding of administrative expenses out of investment earnings. Prior to this valuation, no explicit provision was made to fund or offset administrative expenses. In addition, the valuation model was revised. The long-term expected portfolio real rate of return (expected arithmetic nominal return) was increased .77% in 2016 to 8.30% from the rate of 7.53% used in the 2015 valuation.

Change in discount rate: For LSERS, the discount rate used in the June 30, 2016 net pension liability valuation was increased from the 7.0% used in the June 30, 2015 valuation to 7.125%. For the June 30, 2015 year, the discount rate assumed 0.25% of investment return would offset administrative expenses. Based on Act 94 of the 2016 regular session of the legislature, beginning with the June 30, 2016 actuarial evaluation, the explicit cost of projected noninvestment related administrative expenses will be included in the calculation of the actuarially required contributions for the System. Prior to this valuation, no explicit provision was made to fund or offset administrative expenses. With this change, the valuation of plan liabilities based on a valuation interest rate set for .25% below the assumed long-term rate of return is no longer necessary. Instead, for the June 30, 2016 actuarial valuation, the assumed long-term rate of return was reduced from 7.25% to 7.125%, and the valuation interest rate was set equal to the long-term rate of return.

Teacher's Retirement System of Louisiana

Changes in Benefit Terms: Members whose first employment makes them eligible for membership in a Louisiana state retirement system on or after July 1, 2015 may retire with a 2.5% benefit factor after attaining the age of 62 with at least 5 years of service credit and are eligible for an actuarially reduced benefit with 20 years of service at any age. This benefit change raised the age requirement from 60 years of age for members hired after January 1, 2011.

**West Carroll Parish School Board
Budgetary Comparison Schedules**

General Fund and Major Special Revenue Funds With Legally Adopted Annual Budgets

GENERAL The general fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

IASA This fund is used to account for:

TITLE I BASIC GRANT This program was designed to improve the educational opportunities of educationally deprived children by helping them succeed in the regular school program, attain grade level proficiency and improve achievement in basic and more advanced skills. Services supplement, not supplant, those normally provided by state and local educational agencies.

TITLE II This program was designed to improve the skills of teachers and the quality of instruction in mathematics and science, also to increase the accessibility of such instruction to all students.

WEST CARROLL PARISH SCHOOL BOARD

**GENERAL FUND
Budgetary Comparison Schedule
For the Year Ended June 30, 2017**

Exhibit 3-1

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		POSITIVE (NEGATIVE)
Revenues				
Local sources:				
Ad valorem taxes	\$ 786,888	\$ 827,995	\$ 831,643	\$ 3,648
Sales and use taxes	2,791,594	2,573,650	2,553,628	(20,022)
Interest earnings	744	18,037	19,435	1,398
Other	223,740	218,880	231,641	12,761
State sources:				
Equalization	13,000,000	13,650,000	13,608,842	(41,158)
Other	127,300	154,236	226,642	72,406
Federal sources	-	5,943	5,943	-
Total Revenues	16,930,266	17,448,741	17,477,774	29,033
Expenditures				
Instruction:				
Regular programs	8,093,235	8,503,154	8,459,649	43,505
Special programs	1,464,579	1,466,376	1,431,859	34,517
Other instructional programs	1,099,298	1,093,252	963,048	130,204
Support services:				
Student services	951,087	1,043,821	1,021,536	22,285
Instructional staff support	674,598	720,878	679,745	41,133
General administration	419,126	370,656	406,615	(35,959)
School administration	1,094,905	1,029,518	1,015,924	13,594
Business services	438,879	457,998	438,533	19,465
Plant services	1,307,935	1,771,118	1,712,219	58,899
Student transportation services	1,395,674	1,498,592	1,444,508	54,084
Central services	13,997	20,000	17,240	2,760
Food services	189,604	288,142	260,648	27,494
Community services	10,062	10,062	10,062	-
Capital Outlay	-	25,000	18,000	7,000
Total Expenditures	17,152,979	18,298,567	17,879,586	418,981
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(222,713)	(849,826)	(401,812)	448,014
OTHER FINANCING SOURCES (USES)				
Insurance recoveries	-	2,045,000	1,245,000	(800,000)
Transfers in	80,567	107,300	-	(107,300)
Transfers out	(80,567)	(107,300)	-	107,300
Total Other Financing Sources (Uses)	-	2,045,000	1,245,000	(800,000)
Net Change in Fund Balances	(222,713)	3,240,174	843,188	(351,986)
FUND BALANCES - BEGINNING	7,075,416	7,075,416	7,075,416	-
FUND BALANCES - ENDING	\$ 6,852,703	\$ 10,315,590	\$ 7,918,604	\$ (351,986)

WEST CARROLL PARISH SCHOOL BOARD

IASA
 Budgetary Comparison Schedule
 For the Year Ended June 30, 2017

Exhibit 3-2

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
Revenues				
Federal sources	\$ 829,651	\$ 1,080,403	\$ 950,328	\$ (130,075)
Total Revenues	829,651	1,080,403	950,328	(130,075)
Expenditures				
Instruction:				
Regular programs	24,484	60,225	55,979	4,246
Other instructional programs	313,809	380,577	340,434	40,143
Support services:				
Student services	15,705	24,800	17,161	7,639
Instructional staff support	338,365	447,713	399,591	48,122
General administration	80,920	99,488	86,879	12,609
Business services	8,000	2,300	2,040	260
Plant services	48,368	65,300	48,244	17,056
Total Expenditures	829,651	1,080,403	950,328	130,075
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	-	-	-	-
FUND BALANCES - BEGINNING	-	-	-	-
FUND BALANCES - ENDING	\$ -	\$ -	\$ -	\$ -

West Carroll Parish School Board
Notes to the Budgetary Comparison Schedules
For the Year Ended June 30, 2017

A. Budgets

General Budget Policies The School Board follows these procedures in establishing the budgetary data reflected in the combined financial statements.

State statute requires budgets be adopted for the general fund and all special revenue funds.

Each year prior to September 15, the Superintendent submits to the Board proposed annual budgets for the general fund and special revenue fund's budgets. Public hearings are conducted, prior to the Board's approval, to obtain taxpayer comments. The operating budgets include proposed expenditures and the means of financing them.

Appropriations (unexpended budget balances) lapse at year end.

Formal budget integration (within the accounting records) is employed as a management control device. All budgets are controlled at the function level. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

All budget revisions are approved by the Board.

Encumbrances Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed. However, outstanding purchase orders are taken into consideration before expenditures are incurred in order to assure that applicable appropriations are not exceeded.

Budget Basis of Accounting All governmental funds' budgets are prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are as originally adopted or as amended by the Board. Legally, the Board must adopt a balanced budget, that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes required the Board to amend its budgets when revenues plus projected revenues within a fund are expected to be less than budgeted revenues by five percent or more. The School Board approves budgets at the function level and management can transfer amounts between line items within a function.

SUPPLEMENTARY INFORMATION

West Carroll Parish School Board

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West Carroll Parish School Board

NONMAJOR SPECIAL REVENUE FUNDS

CONSTRUCTION AND MAINTENANCE FUNDS

School District #1 Construction and Maintenance - Oak Grove Elementary

School District #1 Construction and Maintenance - Epps

School District #2 Construction and Maintenance - Kilbourne

School District #3 Construction and Maintenance - Forest

School District #1 Construction and Maintenance - Oak Grove High

The construction and maintenance funds account for ad valorem taxes levied for constructing, improving, and repairing facilities and maintaining schools within each district.

SPECIAL EDUCATION This program was designed to provide grants to states to assist them in providing a free appropriate public education to children, including preschool children aged three through five years, with disabilities.

VOCATIONAL EDUCATION This program was designed to make the United States more competitive in the world economy by developing more fully the academic and occupational skills of all segments of the population, principally through concentrating resources on improving educational programs leading to academic and occupational skills needed to work in a technologically advanced society.

LA 4 The purpose of this grant is to provide access to universal high quality developmentally appropriate prekindergarten classes, before and after school enrichment programs, and summer programs to four year old children who are eligible to enter public school kindergarten the following year.

8(g) These programs are to provide enhancements to elementary and secondary education from state funds.

RURAL EDUCATION ACHIEVEMENT This program was designed to provide high-poverty rural local education agencies with teacher professional development and educational technology.

SCHOOL LUNCH This fund is used to account for the Child Nutrition Program, which through cash grants and food donations, provides a nutritious breakfast and lunch service for school students.

MISCELLANEOUS FUNDS This fund accounts for the Kay Fund for Louisiana Department of Education funds for agricultural, home economics, and food preservation training and miscellaneous revenue.

WEST CARROLL PARISH SCHOOL BOARD

NONMAJOR SPECIAL REVENUE FUNDS
 Combining Balance Sheet
 June 30, 2017

	S.D. #1 CONSTRUCTION AND MAINTENANCE OAK GROVE ELEMENTARY	S.D. #1 CONSTRUCTION AND MAINTENANCE EPPS	S. D. #2 CONSTRUCTION AND MAINTENANCE KILBOURNE
ASSETS			
Cash and cash equivalents	\$ 248,354	\$ 249,400	\$ 166,229
Receivables	-	-	-
Inventory	-	-	-
TOTAL ASSETS	248,354	249,400	166,229
LIABILITIES AND FUND EQUITY			
Liabilities:			
Accounts, salaries and other payables	-	81	-
Interfund payable	-	-	-
Unearned revenues	-	2,236	1,478
Total Liabilities	-	2,317	1,478
Fund Balances:			
Nonspendable	-	-	-
Restricted	248,354	247,083	164,751
Committed	-	-	-
Total Fund Balances	248,354	247,083	164,751
TOTAL LIABILITIES AND FUND BALANCES	\$ 248,354	\$ 249,400	\$ 166,229

Exhibit 4

S. D. #3 CONSTRUCTION AND MAINTENANCE FOREST	S. D. #1 CONSTRUCTION AND MAINTENANCE OAK GROVE HIGH	SPECIAL EDUCATION	VOCATIONAL EDUCATION	LA 4
\$ 298,707	\$ 15,065	\$ -	\$ -	\$ -
-	-	74,764	94,457	141,589
-	-	-	-	-
<u>298,707</u>	<u>15,065</u>	<u>74,764</u>	<u>94,457</u>	<u>141,589</u>
43	-	-	-	-
-	-	74,764	93,325	141,589
<u>2,692</u>	<u>3,640</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>2,735</u>	<u>3,640</u>	<u>74,764</u>	<u>93,325</u>	<u>141,589</u>
-	-	-	-	-
295,972	11,425	-	1,132	-
-	-	-	-	-
<u>295,972</u>	<u>11,425</u>	<u>-</u>	<u>1,132</u>	<u>-</u>
<u>\$ 298,707</u>	<u>\$ 15,065</u>	<u>\$ 74,764</u>	<u>\$ 94,457</u>	<u>\$ 141,589</u>

(Continued)

WEST CARROLL PARISH SCHOOL BOARD

NONMAJOR SPECIAL REVENUE FUNDS
Combining Balance Sheet
June 30, 2017

Exhibit 4

	8(g)	RURAL EDUCATION ACHIEVEMENT	SCHOOL LUNCH	MISCELLANEOUS FUNDS	TOTAL
ASSETS					
Cash and cash equivalents	\$ -	\$ -	\$ 400,516	\$ 24,211	\$ 1,402,482
Receivables	30,947	2,068	10,229	37,289	391,343
Inventory	-	-	21,647	-	21,647
TOTAL ASSETS	30,947	2,068	432,392	61,500	1,815,472
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts, salaries and other payables	-	-	500	-	624
Interfund payable	14,683	2,068	-	-	326,429
Unearned revenues	-	-	-	-	10,046
Total Liabilities	14,683	2,068	500	-	337,099
Fund Balances:					
Nonspendable	-	-	21,647	-	21,647
Restricted	16,264	-	410,245	57,277	1,452,503
Committed	-	-	-	4,223	4,223
Total Fund Balances	16,264	-	431,892	61,500	1,478,373
TOTAL LIABILITIES AND FUND BALANCES	\$ 30,947	\$ 2,068	\$ 432,392	\$ 61,500	\$ 1,815,472

(Concluded)

West Carroll Parish School Board

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WEST CARROLL PARISH SCHOOL BOARD

NONMAJOR SPECIAL REVENUE FUNDS
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended June 30, 2017

	S.D. #1 CONSTRUCTION AND MAINTENANCE OAK GROVE ELEMENTARY	S.D. #1 CONSTRUCTION AND MAINTENANCE EPPS	S. D. #2 CONSTRUCTION AND MAINTENANCE KILBOURNE
REVENUES			
Local sources:			
Taxes:			
Ad valorem	\$ 144,985	\$ 220,151	\$ 111,234
Food services	-	-	-
Other	-	-	-
State sources:			
Equalization	-	-	-
Other	8,267	5,589	6,342
Federal sources	-	-	-
Total revenues	<u>153,252</u>	<u>225,740</u>	<u>117,576</u>
EXPENDITURES			
Current:			
Instruction:			
Regular programs	136,083	110,764	60,788
Special programs	-	-	-
Other instructional programs	-	-	-
Support services:			
Student services	-	-	-
Instructional staff support	-	-	-
General administration	5,464	8,097	4,192
School administration	1,194	839	1,525
Business services	-	-	-
Plant services	69,806	95,356	66,009
Central services	234	-	117
Food services	-	-	-
Capital outlay	-	25,000	-
Total expenditures	<u>212,781</u>	<u>240,056</u>	<u>132,631</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(59,529)	(14,316)	(15,055)
FUND BALANCES - BEGINNING	<u>307,883</u>	<u>261,399</u>	<u>179,806</u>
FUND BALANCES - ENDING	<u>\$ 248,354</u>	<u>\$ 247,083</u>	<u>\$ 164,751</u>

Exhibit 5

S.D. #3 CONSTRUCTION AND MAINTENANCE FOREST	S. D. #1 CONSTRUCTION AND MAINTENANCE OAK GROVE HIGH	SPECIAL EDUCATION	VOCATIONAL EDUCATION	LA 4
\$ 189,303	\$ 143,811	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	4,000	-
-	-	-	-	-
10,793	8,199	-	-	146,174
-	-	477,671	116,236	174,075
<u>200,096</u>	<u>152,010</u>	<u>477,671</u>	<u>120,236</u>	<u>320,249</u>
185,487	144,500	37	750	-
-	-	176,249	-	146,174
-	-	375	115,854	157,230
-	-	203,158	2,500	-
-	-	45,844	-	-
7,360	5,420	46,273	-	16,845
1,547	1,978	-	-	-
-	-	5,735	-	-
65,957	119,916	-	-	-
464	193	-	-	-
-	-	-	-	-
115,700	-	-	-	-
<u>376,515</u>	<u>272,007</u>	<u>477,671</u>	<u>119,104</u>	<u>320,249</u>
(176,419)	(119,997)	-	1,132	-
<u>472,391</u>	<u>131,422</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 295,972</u>	<u>\$ 11,425</u>	<u>\$ -</u>	<u>\$ 1,132</u>	<u>\$ -</u>

(Continued)

WEST CARROLL PARISH SCHOOL BOARD

NONMAJOR SPECIAL REVENUE FUNDS
 Combining Statement of Revenues, Expenditures
 and Change in Fund Balances
 For the Year Ended June 30, 2017

Exhibit 5

	8(g)	RURAL EDUCATION ACHIEVEMENT	SCHOOL LUNCH	MISCELLANEOUS FUNDS	TOTAL
REVENUES					
Local sources:					
Taxes:					
Ad valorem	\$ -	\$ -	\$ -	\$ -	\$ 809,484
Food services	-	-	69,835	-	69,835
Other	-	-	6,718	-	10,718
State sources:					
Equalization	-	-	50,000	72,886	122,886
Other	95,011	-	-	2,420	282,795
Federal sources	-	32,848	1,250,428	37,344	2,088,602
Total revenues	95,011	32,848	1,376,981	112,650	3,384,320
EXPENDITURES					
Current:					
Instruction:					
Regular programs	-	-	-	31,481	669,890
Special programs	-	-	-	-	322,423
Other instructional programs	78,747	29,670	-	15,843	397,719
Support services:					
Student services	-	-	-	-	205,658
Instructional staff support	-	-	-	34,474	80,318
General administration	-	3,178	-	-	96,829
School administration	-	-	-	49	7,132
Business services	-	-	-	-	5,735
Plant services	-	-	-	-	417,044
Central services	-	-	-	-	1,008
Food services	-	-	1,228,633	-	1,228,633
Capital outlay	-	-	94,777	-	235,477
Total expenditures	78,747	32,848	1,323,410	81,847	3,667,866
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	16,264	-	53,571	30,803	(283,546)
FUND BALANCES - BEGINNING	-	-	378,321	30,697	1,761,919
FUND BALANCES - ENDING	\$ 16,264	\$ -	\$ 431,892	\$ 61,500	\$ 1,478,373

(Concluded)

West Carroll Parish School Board

AGENCY FUNDS

SCHOOL ACTIVITIES FUND The activities of the various individual school accounts are accounted for in the school activities fund. Although the accounts are under the supervision of the School Board, they belong to the individual schools or their student bodies and are not available for use by the School Board.

SALES TAX COLLECTION FUND The sales tax collection fund is used to account for collections and disbursement of sales tax receipts to the West Carroll School Board, West Carroll Police Jury, the Town of Oak Grove, and the Village of Epps.

PROTESTED SALES TAX FUND This fund is used to account for collections of sales tax receipts that are paid under protest and are set aside until the protest has been resolved.

WEST CARROLL PARISH SCHOOL BOARD

AGENCY FUNDS

Combining Statement of Fiduciary Assets and Liabilities

June 30, 2017

Exhibit 6

	SCHOOL ACTIVITIES FUND	SALES TAX COLLECTION FUND	PROTESTED SALES TAX FUND	TOTAL
ASSETS				
Cash and cash equivalents	\$ 222,420	\$ -	\$ 168,027	\$ 390,447
Accounts receivables	-	643,330	-	643,330
	<u>222,420</u>	<u>643,330</u>	<u>168,027</u>	<u>1,033,777</u>
TOTAL ASSETS	<u>222,420</u>	<u>643,330</u>	<u>168,027</u>	<u>1,033,777</u>
LIABILITIES				
Deposits due others	<u>222,420</u>	<u>643,330</u>	<u>168,027</u>	<u>1,033,777</u>
TOTAL LIABILITIES	<u>\$ 222,420</u>	<u>\$ 643,330</u>	<u>\$ 168,027</u>	<u>\$ 1,033,777</u>

WEST CARROLL PARISH SCHOOL BOARD

AGENCY FUNDS
Statement of Changes in Fiduciary Assets and Liabilities
For the Year Ended June 30, 2017

Exhibit 7

	<u>Balance Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance Ending</u>
*****SCHOOL ACTIVITIES FUND*****				
ASSETS				
Cash and cash equivalents	\$ 290,004	\$ 975,916	\$ 1,043,500	\$ 222,420
LIABILITIES				
Deposits due others	290,004	975,916	1,043,500	222,420
****SALES TAX COLLECTION FUND****				
ASSETS				
Accounts receivable	667,556	7,150,634	7,199,086	643,330
LIABILITIES				
Deposits due others	667,556	7,150,634	7,199,086	643,330
****PROTESTED SALES TAX FUND****				
ASSETS				
Cash and cash equivalents	161,224	6,803	-	168,027
LIABILITIES				
Deposits due others	161,224	6,803	-	168,027
*****ALL AGENCY FUNDS*****				
ASSETS				
Cash and cash equivalents	451,228	982,719	1,043,500	390,447
Accounts receivable	667,556	7,150,634	7,199,086	619,104
TOTAL ASSETS	<u>1,118,784</u>	<u>8,133,353</u>	<u>8,242,586</u>	<u>1,009,551</u>
LIABILITIES				
Deposits due others	\$ 1,118,784	\$ 8,133,353	\$ 8,242,586	\$ 1,033,777

WEST CARROLL PARISH SCHOOL BOARD

AGENCY FUNDS -
 SCHOOL ACTIVITIES FUND
 Schedule of Changes in Deposits Due Others
 For the Year Ended June 30, 2017

Exhibit 8

<u>SCHOOL</u>	<u>Balance, Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, Ending</u>
Epps High School	\$ 53,371	\$ 108,091	\$ 101,872	\$ 59,590
Forest High School	34,992	165,547	184,158	16,381
Kilbourne High School	63,935	106,140	109,289	60,786
Oak Grove High School	88,139	500,142	529,171	59,110
Oak Grove Elementary School	<u>49,567</u>	<u>95,996</u>	<u>119,010</u>	<u>26,553</u>
Totals	<u>\$ 290,004</u>	<u>\$ 975,916</u>	<u>\$ 1,043,500</u>	<u>\$ 222,420</u>

West Carroll Parish School Board

**Schedule of Compensation Paid Board Members
For the Year Ended June 30, 2017**

Exhibit 9

The schedule of compensation paid to the School Board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the School Board members is included in the general administrative expenditures of the general fund. In accordance with Louisiana Revised Statute 17:56, the School Board members have elected the monthly payment method of compensation. Under this method, each member of the School Board receives \$400 per month and the President receives an additional \$50 per month.

<u>Board Member</u>	<u>Actual Salary</u>
Jefferson Kelly Coleman, President	\$ 5,400
Sam D. Ashley	2,800
Donald R. Gwin	4,800
James C. Burrell, Vice President	4,800
Todd R. Smith	4,800
Freddie Ashley	2,000
Cullen M. Kovac	4,800
Julie A. Linson	<u>4,800</u>
 Total	 <u>\$34,200</u>

West Carroll Parish School Board

Schedule Of Compensation, Benefits And Other Payments To Agency Head (Superintendent)
For The Year Ended June 30, 2017

Exhibit 10

Agency Head Name: Richard M. Strong, Superintendent

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 96,237
Benefits-insurance	5,905
Benefits-retirement	28,008
Benefits-Medicare	1,254
Car allowance	13,600
Cell phone	523
Dues	575
Travel	3,230
Registration fees	1,590
	<u>\$150,922</u>

ALLEN, GREEN & WILLIAMSON, LLP



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(Retired) 1963 - 2000

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*

Independent Auditor's Report

Board Members
West Carroll Parish School Board
Oak Grove, 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, each major fund, and the aggregate remaining fund information of West Carroll Parish School Board as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the School Board's basic financial statements, and have issued our report thereon dated December 31, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School Board'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 School Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the School Board'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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as 2017-001, 2017-002, 2017-003 and 2017-004 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Questioned Cost as 2017-001.

The School Board's Response to Findings

The School Board's response to the findings identified in our audit are described in the accompanying Corrective Action Plan for Current Year Audit Findings and Questioned Costs. The School Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.



ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
December 31, 2017



ALLEN, GREEN & WILLIAMSON, LLP

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Audit Manager: Margie Williamson, CPA

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(Retired) 1963 - 2000

Report on Compliance For Each Major Federal Program; and Report on Internal Control Over Compliance; Required by the Uniform Guidance

Independent Auditor's Report

Board Members
West Carroll Parish School Board
Oak Grove, Louisiana

Report on Compliance for Each Major Federal Program

We have audited West Carroll Parish School Board's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School Board's major federal programs for the year ended June 30, 2017. The School Board's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the School Board's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School Board's compliance.

Opinion on Each Major Federal Program

In our opinion, the School Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the School Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School Board's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School Board's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
December 31, 2017

West Carroll Parish School Board
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2017

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM NAME	CFDA Number	Pass Through Grantor No.	Expenditures
United States Department of Agriculture			
Passed Through Louisiana Department of Education:			
Child Nutrition Cluster:			
National School Lunch Program	10.555	N/A	\$ 816,043
School Breakfast Program	10.553	N/A	304,807
National School Lunch (Non Cash Commodities)	10.555	N/A	<u>108,363</u>
Total Child Nutrition Cluster			\$ 1,229,213
Fresh Fruit & Vegetable Program	10.582	N/A	<u>21,215</u>
Total United States Department of Agriculture Passed through Louisiana Department of Education			<u>1,250,428</u>
United States Department of Education			
Passed through Louisiana Department of Education:			
Title I - Grants to Local Educational Agencies	84.010	28-17-T1-62	703,168
Title I - College and Careers	84.010	28-17-TB-62	<u>52,225</u>
Total Title I			755,393
Special Education Cluster:			
Grants to States (Part B)	84.027	28-17-B1-62	450,125
Preschool Grants	84.173	28-17-P1-62	27,034
EECN Lead Agency	84.173	28-17-CY-62	<u>2,987</u>
Total Special Education Cluster			480,146
Career and Technical Education:			
Basic Grants to States	84.048	28-17-02-62	28,375
Title II - Improving Teacher Quality State Grants	84.367	28-17-50-62	194,935
Teacher Incentive Fund	84.374	28-17-TP-62	34,869
Rural Education Achievement Program (REAP)	84.358	28-17-RE-62	<u>32,848</u>
Total United State Department of Education Passed Through Louisiana Department of Education			<u>1,526,566</u>
Department of Homeland Security			
Disaster Grants- Public Assistance	97.036	PW#344	<u>5,943</u>
Total Department of Homeland Security			5,943
United States Department of Health and Human Services			
Passed Through Louisiana Department of Education:			
Delta WorkForce	90.201	28-16-SH-62	87,861
Temporary Assistance for Needy Families (TANF)	93.558	28-17-36-62	<u>174,075</u>
Total United States Department of Health and Human Services			<u>261,936</u>
TOTAL FEDERAL AWARDS			<u><u>\$ 3,044,873</u></u>

West Carroll Parish School Board
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2017

NOTE 1 - BASIS OF PRESENTATION The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of West Carroll Parish School Board under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of West Carroll Parish School Board, it is not intended to and does not present the financial position, changes in net position, or cash flows of West Carroll Parish School Board.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS Federal awards are reported in the School Board's basic financial statements as follows:

	Federal Sources
Major Funds	
General Fund	\$ 5,943
IASA	950,328
Nonmajor Special Revenue Funds	
Special Education	477,671
Vocational Education	116,236
LA 4	174,075
Rural Education Achievement	32,848
School Lunch	1,250,428
Miscellaneous Funds	37,344
Total	\$ 3,044,873

NOTE 4 - RELATIONSHIP TO FEDERAL FINANCIAL REPORTS Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with accounting principles generally accepted in the United States of America.

NOTE 5 - MATCHING REVENUES For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures.

NOTE 6 - NONCASH PROGRAMS The commodities received, which are noncash revenues, are valued using prices provided by the United States Department of Agriculture.

NOTE 7 - DE MINIMIS INDIRECT COST RATE West Carroll Parish School Board has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**West Carroll Parish School Board
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017**

PART I - Summary of the Auditor's Results

Financial Statement Audit

- i. The type of audit report issued was unmodified.
- ii. There were four significant deficiencies required to be disclosed by *Government Auditing Standards* issued by the Comptroller General of the United States of America. The significant deficiencies were not considered to be a material weakness.
- iii. There was one instance of noncompliance as defined by the *Government Auditing Standards*, to the financial statements.

Audit of Federal Awards

- iv. There were no significant deficiencies required to be disclosed by Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.
- v. The type of report the auditor issued on compliance of major federal awards was unmodified.
- vi. The audit disclosed no audit findings which the auditor is required to report under the Uniform Guidance.
- vii. The major federal awards are:

Title I -Part A	CFDA #84.010
Title II	CFDA #84.367
- viii. The dollar threshold used to distinguish between Type A and Type B programs as defined in the Uniform Guidance (2 CFR 200) was \$750,000.
- ix. The auditee does qualify as a low-risk auditee under the Uniform Guidance (2 CFR 200).

**West Carroll Parish School Board
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017**

PART II– Findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards generally accepted in the United States of America:

Reference # and title: **2017-001** **Benefit Withholdings on Payroll**

Entity-wide or program/department specific: This finding is related to the entity payroll process of the accounting department.

Criteria or specific requirement: Federal income tax guidelines state that social security wages are to be withheld, unless the wages are covered by an allowable statewide retirement system. Also, good internal controls require that any changes to withholdings have proper supporting documentation reflecting the change requested.

Condition found: During the review of payroll processes, it was noted that the School Board is not properly withholding retirement benefits nor social security benefits from paychecks for “extra work”. These benefits are being manually adjusted at each payroll. It was further noted that the School Board is manually adjusting withholdings on payroll runs in order to increase the employees’ net check; however, no supporting documentation could be provided to support the adjustment being made. It was also noted that the School Board does not have a formal review process regarding such changes over the payroll runs.

Context: Walkthroughs were performed over payroll which included instances where employees were getting paid for one job but also substituting for another job as well as sales tax payroll runs. This appears to be a systemic problem.

Possible asserted effect (cause and effect):

Cause: The School Board stated that the understanding of the system was those wages were not covered under retirement or social security. Auditor could not determine why withholdings would be changed without supporting documentation.

Effect: The School Board may not have met all retirement and federal income tax requirements.

Recommendation to prevent future occurrences: The School Board should not continue to manually remove withholdings on any payroll. Additionally, the School Board should establish a review system to ensure that all changes are supported by proper documentation and that retirement and/or social security is properly withheld.

Origination date and prior year reference (if applicable): This finding originated fiscal year ended June 30, 2017.

View of Responsible Official: In the past the payroll manager would make changes to withholdings without the proper paperwork being completed. There is currently a new payroll manager and our policy now is that no changes can be made to payroll withholdings without the proper paperwork having been submitted. When changes are made, they will be reviewed by personnel other than those making changes to ensure proper paperwork has been obtained. Also, all extra work will have the correct withholdings taken out of gross check prior to distribution.

West Carroll Parish School Board
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

PART II– Findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards generally accepted in the United States of America:

Reference # and title: **2017-002** **Capital Assets/Depreciation Schedule**

Entity-wide or program/department specific: This finding is entity-wide.

Criteria or specific requirement: Proper internal control over financial reporting requires that accounting records contain up-to-date, accurate and complete information to ensure that the financial data can be relied upon to monitor the financial condition of the School Board. Financial records should be reviewed timely to supporting documentation to ensure that the transactions are properly recorded and classified in the appropriate accounting period.

Condition found: During the testing of capital assets, it was noted that the capital asset listing and depreciation schedule had to be given back to the School Board to correct several times. In performing test on capital assets additions, it was noted that original listing provided to the auditors originally reflected \$5,000 as current year additions; however, after testing capital asset additions it was noted that the report should have reflected an additional \$248,477 in additions.

Context: The exceptions noted above were identified when performing substantive testing over capital assets which appears to be a systemic problem.

Possible asserted effect (cause and effect):

Cause: Employee responsible for recording capital assets is inexperienced.

Effect: Capital assets were understated and had to be given back to the School Board to correct.

Recommendation to prevent future occurrences: The School Board should continue to provide training over capital assets as well as should establish procedures to ensure all additions and deletions are recorded properly.

Origination date and prior year reference (if applicable): This finding originated fiscal year ended June 30, 2017.

View of Responsible Official: Employees in charge of maintaining capital assets are being trained in the process of recording addition, deletion, etc. as they pertain to capital assets for record keeping purposes. Quarterly reviews of general ledger histories will be performed to help locate unrecorded assets.

Reference # and title: **2017-003** **Internal Controls over Compensated Absences**

Entity-wide or program/department specific: This finding is entity-wide.

Criteria or specific requirement: Proper internal controls over compensated absences required that all staff document when entering and leaving their place of employment. All absences should be reported properly to the payroll department on a timely basis to ensure that leave is being documented and accounted for in the School Board's accounting system in accordance with School Board policy.

**West Carroll Parish School Board
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017**

PART II– Findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards generally accepted in the United States of America:

Condition found: In testing 25 employees regarding time records, it was noted that none of the employees had documentation regarding daily attendance such as timesheets or reports showing coming and going, etc. Additionally, it was noted that 12-month employees' leave is not being entered into the leave system in a timely manner.

Context: Twenty-five employees were selected for the month of September 2016 to determine if employees were documenting when entering and leaving their place of employment. This appears to be a systemic problem.

Possible asserted effect (cause and effect):

Cause: The School Board does not have a consistent and systematic processes of documenting daily attendance of employees.

Effect: The controls over compensated absences are weakened, which could result in the School Board paying incorrect amounts in leave payouts.

Recommendation to prevent future occurrences: The School Board should establish procedures over all locations regarding the documentation of employees entering and leaving their place of employment. Additionally, procedures should be established to ensure 12-month employee leave is entered into the leave system at least monthly.

Origination date and prior year reference (if applicable): This finding originated fiscal year ended June 30, 2017.

View of responsible official: In the past there was no formal recording of employee attendance on a daily basis. Leave was the only time tracked. Now the school system is manually recording attendance on a daily basis at each site location.

Reference # and title: **2017-004** **Student Activity Funds**

Entity-wide or program/department specific: This finding is related to school student activity funds.

Criteria or specific requirement: Proper internal controls require that the funds of a school be properly safeguarded and accounted for based on the School Board policy for Student Activity Funds.

Condition found: In testing of the student activity funds at Forest High School, the following exceptions were noted:

Receipts:

Selected fifteen receipts to ensure deposited timely and agrees to supporting documentation:

- One receipt noted that was not deposited within 3 business days of receipt.
- Seven receipts could not be traced to proper supporting documentation such as teacher receipts/log.

Disbursements:

In testing twenty-five disbursements, it was noted that:

- All twenty-five disbursements did not have the proper number of approvals.
- Two disbursements did not have adequate supporting documentation.
- Two disbursements were not paid timely.

**West Carroll Parish School Board
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017**

PART II– Findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards generally accepted in the United States of America:

Athletic Games:

In testing of six athletic events, none of the receipts from all six events were deposited timely and one of the ticket reconciliations were not signed by the ticket seller.

Credit Cards:

In testing of two credit card statements, one statement was noted in which 2 receipts supporting the items purchased could not be located and one statement was paid late, in which late fees and finance charges were assessed and paid.

In testing receipts at Epps High School and Oak Grove High School, it was noted that receipts are not being deposited daily as well as did not have adequate supporting documentation.

Context: One school was selected to be tested across various areas and five receipts were selected for testing from Epps and Oak Grove High Schools. These problems noted appear to be systemic.

Possible asserted effect (cause and effect):

Cause: The auditor was unable to determine the cause.

Effect: Controls over student activity funds appear to be weakened.

Recommendation to prevent future occurrences: The School Board should provide annual training to school staff of the school activity fund processes and approved policies. Additionally, procedures should be established by the School Board to perform spot checks to ensure policies are being adhered to.

Origination date and prior year reference (if applicable): This finding originated fiscal year ended June 30, 2017

View of Responsible Official: Schools are given policy manuals and have had training sessions relating to best practices for school activity funds. More time will be given to review the schools activities to see if policies are being followed.

OTHER INFORMATION

WEST CARROLL PARISH SCHOOLS

Julie Linson, D-1
Todd Smith, D-3
James Burrell, D-5

314 East Main Street
Oak Grove, LA 71263
318-428-2378
Fax 318-428-3775

Donald Gwin, D-2
Cullen Kovac, D-6
Freddie Ashley, D-7

Summary Schedule of Prior Year Findings and Questioned Costs For the Year Ended June 30, 2017

Reference # and title: 2016-001 Publishing of Budget

Origination date: This finding originated fiscal year June 30, 2016.

Entity-wide or program/department specific: This finding is related to the Entity as a whole.

Condition: Louisiana Revised Statute R.S.39:1307 requires that local governments publish in their official journal a notice stating that the proposed budget is available for public inspection; a public hearing on the proposed budget will be held; and the date, time and place of the hearing. This notice must be published at least ten days prior to the public hearing.

The required notice was not published in the official journal.

Corrective action taken: The school system made sure that the budget ad was received by the newspaper company by confirming with a phone call. Once they received the ad, there was no real way to ensure that it would run on the required date. If it happened to get left out of the paper for the week it was supposed to run, then the deadline was missed because the paper only comes out once a week. This finding is considered cleared.

Reference # and title: 2016-002 Title I Targeting

Origination date: This finding originated fiscal year June 30, 2016.

Federal program and specific federal award identification: This finding relates to Title I, CFDA#84.010A for Federal Award Year 2015, received from Federal Agency U. S. Department of Education passed through Louisiana Department of Education.

Condition: Federal guidelines require that the School Board determine which schools are eligible to participate in Title I A based on poverty levels for children between the ages of 5 and 17. In order to complete this determination, preschool children should be removed from the pre-populated numbers in the targeting steps.

The Louisiana Department of Education pre-populates the numbers in the targeting steps. The pre-populated student counts by school in the targeting steps were not adjusted to remove pre-school children.

Corrective action taken: Pre-populated student counts were checked against the February MFP count to make sure all children younger than 5 and older than 17 are excluded. This finding is considered cleared.

Respectively submitted,


Business Manager

Corrective Action Plan for Current Year Findings & Questioned Costs (continued)

Corrective action plan: The School Board will provide more training to employees as it relates to fixed assets. Quarterly reviews will be made to general ledgers to identify unrecorded assets.

Contact person responsible for corrective action:

Richard Strong, Superintendent Telephone: (318) 428-2378
West Carroll Parish School Board Fax: (318) 428-3775
314 E. Main Street
Oak Grove, Louisiana 71263

Anticipated completion date: Currently in effect.

Reference # and title: **2017-003** **Internal Controls over Compensated Absences**

Entity-wide or program/department specific: This finding is entity-wide.

Condition: Proper internal controls over compensated absences required that all staff document when entering and leaving their place of employment. All absences should be reported properly to the payroll department on a timely basis to ensure that leave is being documented and accounted for in the School Board's accounting system in accordance with School Board policy.

In testing 25 employees regarding time records, it was noted that none of the employees had documentation regarding daily attendance such as timesheets or reports showing coming and going, etc. Additionally, it was noted that 12-month employees' leave is not being entered into the leave system in a timely manner.

Corrective action plan: The school system is currently maintaining attendance by manual reports. All locations/sites are required to sign in and out to prove attendance.

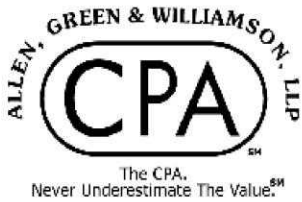
Contact person responsible for corrective action:

Richard Strong, Superintendent Telephone: (318) 428-2378
West Carroll Parish School Board Fax: (318) 428-3775
314 E. Main Street
Oak Grove, Louisiana 71263

Anticipated completion date: Currently in effect.

**West Carroll Parish School Board
Oak Grove, LA**

AGREED UPON PROCEDURES



ALLEN, GREEN & WILLIAMSON, LLP

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Eddi Hernandez, CPA
Aimee Jackson, CPA
Ronnie Jacola, CPA
Audit Manager: Margie Williamson, CPA

Ernest L. Allen, CPA
(Retired) 1963 - 2000

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

Board Members
West Carroll Parish School Board
Oak Grove, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of West Carroll Parish School Board, Oak Grove, Louisiana, and the Legislative Auditor (LLA) on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs for the period April 1, 2016 through March 31, 2017). The School Board's management is responsible for the control and compliance areas identified in these Statewide Agreed-Upon Procedures. This agreed-upon procedures engagement was performed 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 the reports. Consequently, we 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 findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving
 - d) **Receipts**, including receiving, recording, and preparing deposits
 - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements

Comment: When reviewing the applicable written policies and procedures for the required elements, the following exceptions were noted:

- **Purchasing** - No written procedures were noted. Policy did not contain required elements of how vendors are added to the vendor list, the preparation and approval process of purchases requisitions and purchase orders, and documentation required to be maintained for all bids and price quotes.
- **Disbursements** - No written procedures were noted. Written policy did not cover the required elements of processing, reviewing and approving disbursements.
- **Receipts** - No written policies or procedures were noted.
- **Payroll/Personnel** - No written procedures were noted. Policy did not contain required elements of payroll processing and reviewing and approving time and attendance records, including leave and overtime worked.
- **Contracting** - No written procedures were noted. Policy did not contain required elements of standard terms and conditions, legal review, and monitoring process.
- **Credit Cards** - No written procedures were noted. Policy did not contain required elements of how cards are to be controlled, documentation requirements and monitoring card usage.
- **Travel and expense reimbursement** - No written procedures were noted. Written policy does not cover the required elements of dollar threshold by category and required approvers.
- **Ethics** - No written procedures were noted. Policy did not contain required elements of actions to be taken if an ethics violation takes place, system to monitor possible ethics violations, and requirement that all employees annually attest through signature verification that they have read the entity's ethics policy.

Management's Response:

The School Board has not adopted a formal receipts policy. The School Board will try to adopt a policy in the near future. The School Board will have to have new policies written and older policies need to be update. Policy manual will need to be updated.

Board (or Finance Committee, if applicable)

- 2. Obtain and review the board/committee minutes for the fiscal period, and:
 - a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
 - If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.
- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

Comment: Exceptions were noted where the board minutes reviewed did not reference or include monthly budget-to-actual comparisons on the General Fund or any additional funds identified as major funds.

Management's Response:

The Board does not currently discuss the budget-to-actual comparisons at every meeting. These numbers usually get discussed at occasional finance committee meetings, or at the meetings for budget adoption and budget revisions.

Bank Reconciliations

- 3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.
- 4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:
 - a) Bank reconciliations have been prepared;
 - b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and
 - c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Comment: Tested three bank accounts for a total of 36 bank reconciliations. There were 24 exceptions noted where the reconciliation was not reviewed by an appropriate level of management or by someone who was not involved in handling transactions in the bank account. There were 12 exceptions noted where the reconciliation did not have documentation that outstanding items older than 6 months have been investigated by management.

Management's Response:

The payroll department was going through a transition period during the fiscal year ending June 30, 2017. During this time our former payroll manager was training a new employee to take over the position. Both worked closely together in payroll. Although the review process was done by one or the other for this year, this

will not be the circumstances for the next fiscal period. The new payroll manager is currently processing all payrolls, the secretary reconciles the account, and the business manager is reviewing the reconciliation. The school accounts are limited to 1 principal and 1 secretary, therefore making separation of duties almost impossible. Older outstanding items are usually cleared up at least once or twice a year. There may not be any documentation to verify this. Sometimes it just may be a phone call.

Collections

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.
6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**
 - a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.
 - b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.
 - c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
 - Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.
 - Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.
7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

Comment: When reviewing personnel/processes at a sample of five cash collection locations, three locations had exceptions noted where the individuals responsible for collecting cash were also responsible for making deposits, recording transactions, and/or reconciling the bank account. Three locations also had exceptions

where a formal written process did not exist to reconcile cash collections to accounting records by someone who is not responsible for collections. When reviewing the highest week of collections at a sample of five locations, two locations had exceptions where deposits were not deposited timely and collections were not completely supported by proper documentation.

Management's Response:

Personnel & Process

Schools are limited to personnel (principal and secretary), which makes separation of duties difficult. There are no formal written policies. The School Board tries to follow legislative auditors guide and best practice guide to the best of their ability with limited employees.

Receipts

Deposits are made usually within 1 or 2 days of receipt, which is considered to be timely. The Legislative Auditor's guidelines for school activity funds say funds should be deposited on timely basis or daily IF possible. Our rural schools are miles away from local banks and usually have to wait for someone to be available to run to town and make deposits. It's hard to leave school with such a small staff. Teachers are supposed to be keeping a daily receipt log sheet for monies received. Some appear to be using this method and others are not. We are working on ensuring that all employees use this method.

Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.
9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:
 - a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.
 - b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.
 - c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.
10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.
11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.
12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any

exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

Comment: When reviewing a sample of 25 disbursements, there were 13 disbursements noted that did not have a purchase requisition or purchase order, 15 disbursements did not have an approved purchase order by someone who did not initiate the purchase and 10 disbursements were processed without an approved requisition/purchase order, receiving report, and/or approved invoice. When reviewing personnel and processes for a sample of six locations, there were two exceptions noted where the personnel with signatory authority for disbursements can initiate or record purchases and three exceptions noted where the personnel responsible for processing payments can add vendors to the purchasing system.

Management's Response:

West Carroll Parish School System does not have a formal purchase order policy. Purchase order numbers are usually given to vendors when requested. School principals are required to sign all checks. His/her signature is approval for payment. With regard to adding vendors to the listing, this has been corrected. No one can add a new vendor except the business manager. However, there are not enough staff at school sites for separation for duties.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.
15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) Report whether finance charges and/or late fees were assessed on the selected statements.
16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:
 - An original itemized receipt (i.e., identifies precisely what was purchased)
 - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.
 - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)
- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.
- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Comment: When testing a sample of 10 credit cards/charge cards, there were four exceptions noted where documentation was not approved by someone other than authorized cardholder, one exception noted where finance charges were incurred, one exception noted where itemized receipt was not included and four exceptions were noted where business purpose of a charge could not be determined.

Management's Response: The School Board staff will have more training with the schools and discuss the policies pertaining to procurement cards. Training will include proper authorizations, back up documentation needed, consequences of interest and penalties, etc.

Travel and Expense Reimbursement

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.
18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov) and report any amounts that exceed GSA rates.
19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:
 - a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

- b) Report whether each expense is supported by:
 - An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]
 - Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).
 - Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)
- c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Comment: There were no exceptions noted as a result of applying the agreed upon procedures.

Contracts

- 20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.
- 21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:
 - a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.
 - b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:
 - If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)
 - If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.
 - c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.
 - d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.
 - e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Payroll and Personnel

22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:
 - a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.
 - b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:
 - a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.
 - c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Comment: When reviewing attendance and leave documentation for a sample of 25 employees, it was noted that employees did not document their daily attendance. When reviewing payroll and retirement tax deposits for the year, there were two exceptions noted where payroll tax payments did not agree to the payroll summary, three exceptions noted where the payment was not made by the required deadline and 12 exceptions were noted where the reporting form was not submitted by the required deadline.

Management's Response:

With regard to employee attendance, the school system has started using a manual method of tracking attendance. With regard to payroll taxes and retirement contributions, minor immaterial difference was noted when agreeing to the payroll summary. The school system had always filed by the end of the month, which was apparently not a problem with government. Now having been made aware of deadline of the 15th of next month, the school system is making timely payments. Reporting is done more timely now.

Ethics (excluding nonprofits)

26. Using the five randomly selected employees/officials from procedure #22 under “Payroll and Personnel” above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.
27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management’s actions complied with the entity’s ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

Comment: When reviewing ethics compliance documentation for a sample of five employees, there was one employee noted that did not complete the required training.

Management’s Response:

The School Board has set up a system to inform and insure that employees obtain training.

Debt Service (excluding nonprofits)

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.
29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.
30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

Comment: No exceptions were noted as a result of applying agreed upon procedures.

Other

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.
33. If the practitioner observes or otherwise identifies any exceptions regarding management’s representations in the procedures above, report the nature of each exception.

Comment: The School Board does not have the fraud notice posted on the website or at the School Board.

Management's Response: The School Board will update all required posters, both at site locations and online.

We were not engaged to and did not perform an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those control and compliance 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.

The purpose of this report is solely to describe the scope of testing performed on those control and compliance 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 Office of the LLA as a public document.

Allen, Green & Williamson, LLP

Allen, Green & Williamson, LLP
Monroe, Louisiana

December 31, 2017

ALLEN, GREEN & WILLIAMSON, LLP



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

Board Members
West Carroll Parish School Board
Oak Grove, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of West Carroll Parish School Board, Oak Grove, Louisiana, the Louisiana Department of Education and the Legislative Auditor, State of Louisiana, on the performance and statistical data accompanying the annual financial statements of the School Board for the fiscal year ended June 30, 2017, and to determine whether the specified schedules are free of obvious errors and omissions as provided by the Board of Elementary and Secondary Education (BESE), in compliance with Louisiana Revised Statute 24:514(I). West Carroll Parish School Board's management is responsible for the performance and statistical data. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the specified users of the reports. Consequently, we 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.

Our procedures and findings relate to the accompanying schedules of supplemental information and are as follows:

General Fund Instructional and Support Expenditures and Certain Local Revenue Sources (Schedule 1)

1. We selected a random sample of 25 transactions and reviewed supporting documentation to determine if the sampled expenditures/revenues are classified correctly and are reported in the proper amounts for each of the following amounts reported on the schedule:
 - Total General Fund Instructional Expenditures,
 - Total General Fund Equipment Expenditures,
 - Total Local Taxation Revenue,
 - Total Local Earnings on Investment in Real Property,
 - Total State Revenue in Lieu of Taxes,
 - Nonpublic Textbook Revenue, and
 - Nonpublic Transportation Revenue.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Education Levels of Public School Staff (Schedule 2)

2. We reconciled the total number of full-time classroom teachers per the schedule "Experience of Public Principals, Assistant Principals and Full-time Classroom Teachers" (Schedule 4) to the combined total number of full-time classroom teachers per this schedule and to school board supporting payroll records as of October 1st.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

3. We reconciled the combined total of principals and assistant principals per the schedule "Experience of Public Principals, Assistant Principals and Full-time Classroom Teachers" (Schedule 4) to the combined total of principals and assistant principals per this schedule.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

4. We obtained a list of full-time teachers, principals, and assistant principals by classification as of October 1st and as reported on the schedule. We traced a random sample of 25 teachers to the individual's personnel file and determine if the individual's education level was properly classified on the schedule.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Number and Type of Public Schools (Schedule 3)

5. We obtained a list of schools by type as reported on the schedule. We compared the list to the schools and grade levels as reported on the Title 1 Grants to Local Educational Agencies (CFDA 84.010) application and/or the National School Lunch Program (CFDA 10.555).

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Experience of Public Principals and Full-time Classroom Teachers (Schedule 4)

6. We obtained a list of full-time teachers, principals, and assistant principals by classification as of October 1 and as reported on the schedule and traced the same sample used in procedure 4 to the individual's personnel file and determined if the individual's experience was properly classified on the schedule.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Public Staff Data (Schedule 5)

7. We obtained a list of all classroom teachers including their base salary, extra compensation, and ROTC or rehired retiree status as well as full-time equivalent as reported on the schedule and traced a random sample of 25 teachers to the individual's personnel file and determined if the individual's salary, extra compensation, and full-time equivalents were properly included on the schedule and recalculated the average salaries and full-time equivalents reported in the schedule

Comment: There were exceptions noted for seven employees where tutoring and summer school pay was included in extra compensation rather than base pay. There were four exceptions noted where Full-time Equivalent (FTE) was not calculated correctly.

Management's Response: Tutoring and summer school pay have always been coded to extra compensation since these were wages above and beyond the employees contracted salary schedule and the work was performed outside of their regular duties. If the state prefers this to be considered regular wages, then we will start coding as such.

Class Size Characteristics (Schedule 6)

8. We obtained a list of classes by school, school type, and class size as reported on the schedule and reconciled school type classifications to Schedule 3 data, as obtained in procedure 5. We then traced a random sample of ten classes to the October 1st roll books for those classes and determined if the class was properly classified on the schedule.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Louisiana Educational Assessment Program (LEAP) for the 21st century (Schedule 7)

9. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedule by the School Board.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

The Iowa Tests (Schedule 9)

10. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedule by the School Board.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on performance and statistical data. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the performance and statistical data accompanying the annual financial statements of the West Carroll Parish School Board, as required by Louisiana Revised Statute 24:514(I) 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 Legislative Auditor as a public document.


ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
December 31, 2017

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

**General Fund Instructional and Support Expenditures
and Certain Local Revenue Sources
For the Year Ended June 30, 2017**

	Column A	Column B
<u>General Fund Instructional and Equipment Expenditures</u>		
General Fund Instructional Expenditures:		
Teacher and Student Interaction Activities:		
Classroom Teacher Salaries	\$ 6,100,840	
Other Instructional Staff Activities	773,770	
Instructional Staff Employee Benefits	3,737,202	
Purchased Professional and Technical Services	-	
Instructional Materials and Supplies	304,757	
Instructional Equipment	30	
Total Teacher and Student Interaction Activities	<u> </u>	\$ 10,916,599
Other Instructional Activities		57,365
Pupil Support Activities	1,021,539	
Less: Equipment for Pupil Support Activities	<u> </u>	
Net Pupil Support Activities		1,021,539
Instructional Staff Services	681,164	
Less: Equipment for Instructional Staff Services	<u> </u>	
Net Instructional Staff Services		<u> </u> 681,164
School Administration		
Less: Equipment for School Administration	1,015,924	
Net School Administration	<u> </u>	<u> </u> 1,015,924
Total General Fund Instructional Expenditures (Total of Column B)		<u> </u> 13,692,591
Total General Fund Equipment Expenditures (Object 730; Function Series 1000-4000)		<u> </u> 107,807
<u>Certain Local Revenue Sources</u>		
Local Taxation Revenue:		
Constitutional Ad Valorem Taxes		422,587
Renewable Ad Valorem Tax		1,173,622
Debt Service Ad Valorem Tax		-
Up to 1% of Collections by the Sheriff on Taxes Other than School Taxes		43,042
Sales and Use Taxes		2,539,246
Total Local Taxation Revenue		<u> </u> 4,178,497
Local Earnings on Investment in Real Property:		
Earnings from 16th Section Property		17,991
Earnings from Other Real Property		<u> </u> -
Total Local Earnings on Investment in Real Property		<u> </u> 17,991
State Revenue in Lieu of Taxes:		
Revenue Sharing - Constitutional Tax		24,096
Revenue Sharing - Other Taxes		59,954
Revenue Sharing - Excess Portion		-
Other Revenue in Lieu of Taxes		<u> </u> -
Total State Revenue in Lieu of Taxes		<u> </u> 84,050
Nonpublic Textbook Revenue		<u> </u> -
Nonpublic Transportation Revenue		<u> </u> \$ -

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

Education Levels of Public School Staff
As of October 1, 2016

Category	Full-time Classroom Teachers				Principals & Assistant Principals			
	Certificated		Uncertificated		Certificated		Uncertificated	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Less than a Bachelor's Degree								
Bachelor's Degree	83	60.14	2	1.45				
Master's Degree	38	27.54			1	0.73		
Master's Degree + 30	8	5.83			6	4.31		
Specialist in Education								
Ph. D. or Ed. D.								
Total	129	93.51	2	1.45	7	5.04		

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

Number and Type of Public Schools
For the Year Ended June 30, 2017

Type	Number
Elementary	1
Middle/Jr. High	0
Secondary	1
Combination	3
Total	5

Note: Schools opened or closed during the fiscal year are included in this schedule.

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
As of October 1, 2016

	0-1 Yr.	2-3 Yrs.	4-10 Yrs.	11-14 Yrs.	15-19 Yrs.	20-24 Yrs.	25+ Yrs.	Total
Assistant Principals	0	0	0	0	1	0	1	2
Principals	0	0	0	2	0	0	3	5
Classroom Teachers	12	5	32	22	19	18	23	131
Total	12	5	32	24	20	18	27	138

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

Public School Staff Data: Average Salaries
For the Year Ended June 30, 2017

	All Classroom Teachers	Classroom Teachers Excluding ROTC, Rehired Retirees, and Flagged Salary Reductions
Average Classroom Teachers' Salary Including Extra Compensation	\$47,865	\$47,765
Average Classroom Teachers' Salary Excluding Extra Compensation	\$46,738	\$46,656
Number of Teacher Full-time Equivalents (FTEs) used in Computation of Average Salaries	133.0928	131.0928

Note: Figures reported include all sources of funding (i.e., federal, state, and local) but exclude stipends and employee benefits. Generally, retired teachers rehired to teach receive less compensation than non-retired teachers; some teachers may have been flagged as receiving reduced salaries (e.g., extended medical leave); and ROTC teachers usually receive more compensation because of a federal supplement. For these reasons, these teachers are excluded from the computation in the last column. This schedule excludes day-to-day substitutes, temporary employees, and any teachers on sabbatical leave during any part of the school year.

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

Class Size Characteristics
As of October 1, 2016

School Type	Class Size Range							
	1 - 20		21 - 26		27 - 33		34+	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Elementary	85.32	93	14.68	16	0	0	0	0
Elementary Activity Classes	0	0	10	1	30	3	60	6
Middle/Jr. High	0	0	0	0	0	0	0	0
Middle/Jr. High Activity Classes	0	0	0	0	0	0	0	0
High	57.29	114	35.68	71	5.52	11	1.51	3
High Activity Classes	82.05	32	2.56	1	5.13	2	10.26	4
Combination	79.93	450	14.39	81	5.68	32	0	0
Combination Activity Classes	84.15	69	7.32	6	3.65	3	4.88	4

Note: The Board of Elementary and Secondary Education has set specific limits on the maximum size of classes at various grade levels. The maximum enrollment in grades K-3 is 26 students and maximum enrollment in grades 4-12 is 33 students. These limits do not apply to activity classes such as physical education, chorus, band, and other classes without maximum enrollment standards. Therefore, these classes are included only as separate line items.

Louisiana Educational Assessment Program (LEAP)
For the Year Ended June 30, 2017

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 3 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	2	1	1	2	2	1
Mastery	32	30	32	27	37	25
Basic	36	31	26	40	33	37
Approaching Basic	16	15	23	20	19	26
Unsatisfactory	14	23	18	11	9	10
Total	100	100	100	100	100	99

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 4 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	6	3	3	2	3	1
Mastery	35	34	29	31	28	21
Basic	27	25	35	27	34	32
Approaching Basic	23	28	18	30	31	35
Unsatisfactory	9	11	14	9	3	10
Total	100	101	99	99	99	99

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 5 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	2	0	1	3	1	1
Mastery	32	31	32	19	15	19
Basic	34	28	40	36	35	40
Approaching Basic	24	26	19	37	33	35
Unsatisfactory	8	15	9	6	15	5
Total	100	100	101	101	99	100

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 6 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	2	2	1	1	3	4
Mastery	22	33	34	17	24	16
Basic	25	38	42	23	38	36
Approaching Basic	28	19	18	39	26	39
Unsatisfactory	22	8	4	20	9	5
Total	99	100	99	100	100	100

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 7 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	4	10	4	1	2	1
Mastery	29	30	35	23	22	25
Basic	29	30	32	36	37	38
Approaching Basic	21	21	20	33	31	29
Unsatisfactory	17	10	9	8	7	7
Total	100	101	100	101	99	100

Louisiana Educational Assessment Program (LEAP) (continued)
For the Year Ended June 30, 2017

District Achievement Level Results	English Language Arts			Mathematics		
	2017	2016	2015	2017	2016	2015
Grade 8 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	4	6	0	2	2	3
Mastery	39	40	38	12	27	27
Basic	29	34	36	30	29	26
Approaching Basic	13	19	15	39	30	25
Unsatisfactory	15	2	11	17	12	19
Total	100	101	100	100	100	100

WEST CARROLL PARISH SCHOOL BOARD
Oak Grove, Louisiana

Schedule 8

Graduation Exit Examination (GEE)
For the Year Ended June 30, 2017

The Graduation Exit Examination is no longer administered. This schedule is no longer applicable.

iLEAP Tests
For the Year Ended June 30, 2017

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 3 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	8	4	4	5	N/A	1
Mastery	21	24	30	27	N/A	27
Basic	47	44	40	29	N/A	44
Approaching Basic	19	22	18	20	N/A	19
Unsatisfactory	5	6	9	18	N/A	9
Total	100	100	101	99	N/A	100

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 4 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	6	4	4	3	N/A	5
Mastery	25	23	16	21	N/A	11
Basic	46	48	52	26	N/A	56
Approaching Basic	19	23	23	29	N/A	18
Unsatisfactory	5	2	5	20	N/A	9
Total	101	100	100	99	N/A	99

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 5 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	6	3	3	3	N/A	8
Mastery	15	10	21	19	N/A	19
Basic	45	46	44	23	N/A	51
Approaching Basic	23	28	23	23	N/A	13
Unsatisfactory	10	14	10	31	N/A	9
Total	99	101	101	99	N/A	100

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 6 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	3	6	4	2	N/A	4
Mastery	15	16	15	11	N/A	16
Basic	41	44	51	18	N/A	50
Approaching Basic	24	29	26	31	N/A	24
Unsatisfactory	18	5	4	39	N/A	6
Total	101	100	100	101	N/A	100

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 7 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	4	5	6	3	N/A	6
Mastery	24	27	32	17	N/A	25
Basic	38	38	34	26	N/A	43
Approaching Basic	18	21	20	25	N/A	18
Unsatisfactory	16	9	8	29	N/A	8
Total	100	100	100	100	N/A	100

iLEAP Tests
For the Year Ended June 30, 2017

District Achievement Level Results	Science			Social Studies		
	2017	2016	2015	2017	2016	2015
Grade 8 Students	Percent	Percent	Percent	Percent	Percent	Percent
Advanced	1	2	2	5	N/A	3
Mastery	15	14	16	17	N/A	17
Basic	42	52	47	25	N/A	44
Approaching Basic	33	22	22	29	N/A	23
Unsatisfactory	10	10	13	23	N/A	12
Total	101	100	100	99	N/A	99