



# 29th Judicial District Court

## ST. CHARLES PARISH

### JUDICIAL EXPENSE FUND HAHNVILLE, LOUISIANA

## FINANCIAL REPORT

For the Year Ended December 31, 2021



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**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

For the year ended December 31, 2021

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**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

For the year ended December 31, 2021

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## **INDEPENDENT AUDITOR'S REPORT**

**To The Judges  
Twenty-Ninth Judicial District Judicial Clerk's Fund  
Hahnville, Louisiana**

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

#### **Opinions**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Twenty-Ninth Judicial District Judicial Clerk's Fund (the Court) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements as listed in the table of contents.

In our opinion, the accompanying 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 Twenty-Ninth Judicial District Judicial Clerk's Fund as of December 31, 2021 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.

#### **Basis for Opinions**

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

#### **Responsibilities of Management for the Financial Statements**

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

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

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

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

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison – general fund information on pages 23 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Government 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 response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Court's basic financial statements. The other supplementary information on page 24-28 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2022 on our consideration of the Court's internal control over financial reporting and on our test 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 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 Court's internal control over financial reporting and compliance.



Thibodaux, Louisiana  
June 27, 2022

# **FINANCIAL STATEMENTS**

# **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND**

**Statement of Net Position  
December 31, 2021**

	<b><u>Governmental Activities</u></b>
<b>Assets</b>	
Cash and equivalents	\$ 1,551,532
Due from other governments	94,702
Prepaid expenses	180
Capital assets, net of depreciation	6,818
<b>Total assets</b>	<b><u>1,653,232</u></b>
<b>Liabilities</b>	
Accounts payable	<u>58,578</u>
<b>Total liabilities</b>	<b><u>\$ 58,578</u></b>
<b>Net position</b>	
Net investment in capital assets	6,818
Unrestricted	<u>1,587,836</u>
<b>Total net position</b>	<b><u>\$ 1,594,654</u></b>

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND**

**Statement of Activities  
For the year Ended  
December 31, 2021**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Increase (Decrease) in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants &amp; Contributions</u>	<u>Capital Grants &amp; Contributions</u>	
Governmental activities:					
Judicial Court - General	\$ 399,623	\$ 444,044	\$ -	\$ -	\$ 44,421
FINS Court	37,072	-	37,104	-	32
Family Intervention Court	27,476	-	30,159	-	2,683
Adult Drug Court	139,271	6,272	133,761	-	763
Total governmental activities:	<u>\$ 603,442</u>	<u>\$ 450,316</u>	<u>\$ 201,024</u>	<u>\$ -</u>	<u>\$ 47,898</u>
General revenues:					
Interest				<u>775</u>	
Total general revenues					<u>\$ 775</u>
Increase (decrease) in net position					<u>48,673</u>
Net position - beginning of the year					<u>1,545,981</u>
Net position - end of the year					<u>\$ 1,594,654</u>

The accompanying notes are an integral part of the basic financial statements.

# **FUND FINANCIAL STATEMENTS**

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND**

**Balance Sheet - Governmental Funds  
December 31, 2021**

	Special Revenue Funds				Total (Memo only)
	General Fund	Families In Need Of Services	Adult Drug Court Program	Family Intervention Court	
<b>ASSETS</b>					
Cash	\$ 1,522,854	\$ 12,574	\$ 13,412	\$ 2,692	\$ 1,551,532
Due from other governments	81,035	-	9,967	3,700	94,702
Due from Special Revenue Funds	100	-	-	-	100
Prepaid items	180	-	-	-	180
<b>Total assets</b>	<u>1,604,169</u>	<u>12,574</u>	<u>23,379</u>	<u>6,392</u>	<u>1,646,514</u>
<b>LIABILITIES AND FUND BALANCE</b>					
<b>Liabilities</b>					
Accounts payable	32,546	-	22,332	3,700	58,578
Due to General Fund	-	-	-	100	100
<b>Total liabilities</b>	<u>32,546</u>	<u>-</u>	<u>22,332</u>	<u>3,800</u>	<u>58,678</u>
<b>Fund balance</b>					
Restricted for special purposes	-	12,574	1,047	2,592	16,213
Unassigned	1,571,623	-	-	-	1,571,623
<b>Total fund balance</b>	<u>1,571,623</u>	<u>12,574</u>	<u>1,047</u>	<u>2,592</u>	<u>1,587,836</u>
<b>Total liabilities and fund balance</b>	<u>\$ 1,604,169</u>	<u>\$ 12,574</u>	<u>\$ 23,379</u>	<u>\$ 6,392</u>	<u>\$ 1,646,514</u>

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND**

**Statement of Revenues, Expenditures, and Change in Fund Balance  
Governmental Fund  
For the Year ended December 31, 2021**

	Special Revenue Funds				Total (Memo only)
	General Fund	Families in Need of Services Program	Adult Drug Court Program	Family Intervention Court	
<b>REVENUES</b>					
Criminal Fees	\$ 284,849	\$ -	\$ -	\$ -	\$ 284,849
Civil Fees	17,580	-	-	-	17,580
ATD Grant	141,615	-	-	-	141,615
Drug Court TANF	-	-	71,792	-	71,792
Drug Court Non TANF	-	-	61,969	-	61,969
FINS Grant	-	37,104	-	-	37,104
Drug Participant Fees	-	-	6,272	-	6,272
Family Intervention	-	-	-	30,159	30,159
Interest	761	8	6	-	775
Total revenues	<u>\$ 444,805</u>	<u>\$ 37,112</u>	<u>\$ 140,039</u>	<u>\$ 30,159</u>	<u>\$ 652,115</u>
<b>EXPENDITURES</b>					
Dues & Publication	\$ 4,160	\$ -	\$ 267	\$ -	\$ 4,427
Office Expenses	13,733	-	143	1,748	15,624
Personnel Services & Benefits	32,527	-	-	-	32,527
Professional Services	193,447	37,000	1,215	13,228	244,890
Treatment & Testing	-	-	62,529	12,500	75,029
Insurance	10,212	-	-	-	10,212
Meetings / Meals	148	-	-	-	148
Travel / Workshops	1,437	35	3,506	-	4,978
Telephone	1,399	-	-	-	1,399
Rent expense	15,245	-	-	-	15,245
ATD Grant expense	125,833	-	-	-	125,833
TANF Federal Expenses	-	-	71,238	-	71,238
Capital Outlay	3,049	-	-	-	3,049
Total expenditures	<u>401,190</u>	<u>37,035</u>	<u>138,898</u>	<u>27,476</u>	<u>604,599</u>
<b>Excess of revenues over/(under) expenditures</b>	43,615	77	1,141	2,683	47,516
<b>FUND BALANCE</b>					
Beginning of year	1,528,008	12,497	(94)	(91)	1,540,320
End of year	<u>\$ 1,571,623</u>	<u>\$ 12,574</u>	<u>\$ 1,047</u>	<u>\$ 2,592</u>	<u>\$ 1,587,836</u>

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Reconciliation of the Governmental Funds Balance Sheet  
To the Statement of Net Position  
December 31, 2021**

Total fund balance for governmental funds at December 31, 2021	\$1,587,836
Total net position reported for governmental activities are not financial resources in the current period and, therefore, are not reported in the funds. Those assets consist of:	
Equipment, net of \$21,038 accumulated depreciation	<u>6,818</u>
Total net position of governmental activities at December 31, 2021	\$1,594,654

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund  
Balances of Governmental Funds to the Statement of Activities  
For the Year Ended December 31, 2021**

Total net changes in fund balance at December 31, 2021 per Statement of Revenues, Expenditures, and Changes in Fund Balances	\$ 47,516
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Total change in net position reported for governmental activities in the Statement of Activities is different because:

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay which is considered expenditures on Statement of Revenues, Expenditures, and Changes in Fund Balances	3,049	
Basis of capital assets removed from service	-0-	
Depreciation expense for the year ending December 31, 2021	<u>(1,892)</u>	
		<u>1,157</u>

Total changes in net position at December 31, 2021 per Statement of Activities	<u>\$ 48,673</u>
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**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

**INTRODUCTION**

The Twenty-Ninth Judicial District Clerk's Fund, (the Court) State of Louisiana was established under the Louisiana Revised Statute 13:996.13-15 for the purpose of collecting funds to pay for the judicial and courtroom expenses necessary for the efficient operation of the court. The Judicial Clerk's Fund also manages the operation of the Adult Drug Court Program, Family Intervention Court, and Families In Need of Services (FINS) Program. These programs are authorized by the legislature and receive funding primarily from federal and state grants. The Court is comprised of three independently elected judges with 6-year terms.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Court have been prepared in conformity with generally accepted accounting principles (GAAP) accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**A. Reporting entity**

Under Governmental Accounting and Financial Standards Section 2100, the financial reporting entity consists of the primary government and its component units. As the governing authority of the parish, the St. Charles Parish Council is considered to be the primary government for financial reporting purposes for the Parish of St. Charles.

Component units are defined as legally separate organizations for which the elected officials of the primary government are financially accountable. The criteria used in determining whether financial accountability exists include:

1. Appointing a voting majority of an organization's governing body.
  - a. The ability of the council to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or imposes specific financial burdens on the council.
2. Organizations for which the council does not appoint a voting majority but are fiscally dependent on the council.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Management has determined that the Twenty - Ninth Judicial District Judicial Clerk's Fund is not considered a component unit of the parish if applying the criteria above. Instead the Court is considered to be a "standalone" special purpose government. This decision is based on the following:

- a. The Court enjoys a separate legal standing from the Parish Council and other governmental entities. The Court has the ability to sue or be sued in its own name.
- b. The Parish Council does not appoint the Judges. The Judges' position was created by Article V, Section 21:24 of the Louisiana Constitution of 1974. The Judges' are a separately elected official elected by the citizenry in a general, popular election.
- c. The Parish Council does not have the ability to impose its will on the Judges. The Parish Council cannot remove the Judges from office. The day-to-day operations of the Court's office are under the responsibility and control of no one other than the Judges.
- d. The Court does not provide a significant financial benefit or burden to the Parish Council. While the Parish Council does provide the Judges' with a certain amount of its office space at no cost and pays a certain amount of operating expenses on behalf of the Court, these transactions are not considered significant enough to make the Parish Council financially accountable for the Court's Office.
- e. The Court is not fiscally dependent on the Parish. The primary sources of funding for the Court include state and federal grants and licenses and fees on behalf of other governmental entities.

Therefore, the accompanying financial statements of the Court are separate and apart from the Parish Council. The financial statements include all funds and account groups, as well as component units, of the Court.

**B. Basis of Presentation**

Government-Wide Financial Statements (GWFS)

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

The statement of net position and statement of activities display information about the reporting government as a whole. They include the fund of the reporting entity, which is considered to be a governmental activity. The statement of activities presents a comparison between direct expenses and program revenues for each function of the Court's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

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

The fund of the Court is classified as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

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

The major funds of the Court are described below:

Governmental Funds -

General Fund

The General Fund is the principal fund of the Judicial Clerk's Fund and is used to account for the operations of the Court's office. General revenues are accounted for in this fund. General operating expenditures are paid from this fund.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenues sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

The Court has established three special revenue funds. The following are brief descriptions for the purpose of each special revenues fund.

1. Adult Drug Court Fund – The Adult Drug Court Fund accounts for the operation of the adult drug court, has one program director, and pays for drug prevention and treatment programs as directed by the court. The fund receives revenues from a state grant through the Supreme Court of the State of Louisiana and a federal grant from the Temporary Assistance for Needy Families Program (TANF) passed through the Supreme Court.
2. Families In Need of Services Fund (FINS) - The FINS Fund receives a state grant in order to provide funding for addressing the needs of children and families before they enter the legal system.
3. Family Intervention Court – The Family Intervention Court (FIC) receives a state grant in order to provide funding for mental health and substance use treatment and counseling services to adult and youth FIC participants.

**C. Measurement Focus / Basis of Accounting**

Measurement Focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

**Government-Wide Financial Statements (GWFS)**

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Court as a whole. These statements include all the financial activities of the Court. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

**Fund Financial Statements (FFS)**

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

The amounts reflected in the Governmental Funds of Statements C and D, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of Court wide operations.

The amounts reflected in the Governmental Funds of Statements C and D, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Court considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general 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. The governmental funds use the following practices in recording revenues and expenditures:

Revenues –

Revenues are generally recognized when they become measurable and available as net current assets.

Expenditures –

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**D. Budgets and Budgetary Accounting**

As required by the Louisiana Revised Statutes 39:1303, the Judges are required to adopt a budget for the Court's general fund. The Judges follow these procedures in establishing the budgetary data reflected in the financial statements:

1. The Judges' office prepares a proposed budget for the general revenue funds and submits it to the Judges for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

hearing is called.

3. A public hearing held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts shown are as originally adopted and as amended. Budget amendments are passed on an as-needed basis, and a balance budget is required.

**E. Encumbrances**

The court does not use encumbrance accounting.

**F. Cash and cash equivalents**

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

**G. Receivables**

The Court considers all receivables to be collectible; therefore, no allowance has been established for doubtful accounts. If uncollectible amounts are identified, necessary adjustments are made when information becomes available. These amounts are not considered to be material to the financial statements.

**H. Inventories**

Physical inventories consist of expendable supplies held for consumption. Because inventories are expended within one operating cycle they are recorded as expenditures when paid for and are not recorded as an inventory asset.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

**I. Capital assets**

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Court maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Positions and Statement of Activities. Since surplus assets are disposed of or sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<b>Description</b>	<b>Estimated Life</b>
Equipment	5-7

**J. Equity Classifications**

In the Government-Wide statements, equity is classified as Net Position and displayed in three components:

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

In the fund financial statements, governmental fund equity is classified as fund balance. As such, fund balance of the governmental fund is classified as follows:

- a. Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

- b. Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed - amounts that can be used only for specific purposes determined by a formal decision of the Court, which is the highest level of decision-making authority.
- d. Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. These amounts are assigned based upon authority of the Court.
- e. Unassigned - all other spendable amounts.

When an expenditure is incurred for the purposed for which both restricted and unrestricted fund balance is available, the Court considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Court considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Court has provided otherwise in its commitment or assignment actions.

**K. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**L. Deferred Outflows of Resources and Deferred Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources, which represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expenses/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources, which represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until then.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

**M. Subsequent Events**

The subsequent events of the organization were evaluated through the date of the financial statements were available to be issued (June 27, 2022).

**NOTE 2. CASH AND CASH EQUIVALENTS**

At December 31, 2021, the Court has cash balances (book balances) totaling \$1,551,532 as follows:

Demand Deposits	<u>\$1,551,532</u>
Total	<u>\$1,551,532</u>

These deposits are stated at cost, which approximate market. Under state law, these deposits or resulting bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities must be held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

**NOTE 3. CUSTODIAL CREDIT RISK**

Custodial credit risk is the risk in the event of a bank failure, the Court's deposits may not be returned to it. The Court does not have a policy for custodial credit risk. At December 31, 2021, the Court has \$1,580,773 in deposits (collected) bank balance. The deposits were secured from risk by federal deposits insurance and pledged securities. All of the Court's deposits were properly secured at December 31, 2021. Of the \$1,580,773 in bank balances, \$250,000 was secured by FDIC and \$1,330,773 was secured by pledged securities.

**NOTE 4. DUE FROM OTHER GOVERNMENTS**

The amounts due to the Twenty-Ninth Judicial District from other governments of \$94,702 consist of amounts owed for fees and grants at December 31, 2021 but not remitted until the subsequent period. The Court considers all receivables to be collectible; therefore, no allowance has been established for doubtful accounts.

**NOTE 5. CHANGES IN CAPITAL ASSETS**

A summary of changes in general fixed assets are as follows:

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

	<u>12/31/2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>12/31/2021</u>
Governmental Activities:				
Capital assets being depreciated:				
Equipment	\$ 34,511	\$ 3,049	\$ (9,705)	\$ 27,856
Less accumulated depreciation for:				
Equipment	(28,851)	(1,891)	9,705	(21,038)
Total capital assets, net of depreciation	<u>\$ 5,660</u>	<u>\$ 1,158</u>	<u>\$ -</u>	<u>\$ 6,818</u>

Depreciation expense of \$1,891 was charged to the judicial fund in 2021.

**NOTE 6. EXPENDITURES OF THE COURT PAID BY THE PARISH**

The St. Charles Parish Government provides the Twenty-Ninth Judicial District Judicial Clerk's Fund with certain amounts of office space at no cost. These expenditures are not recorded on the books of the Judicial Clerk's Fund.

**NOTE 7. COOPERATIVE AGREEMENTS**

The Twenty-Ninth Judicial District Court's Office entered into an agreement to pay for assigned employees of the Twenty-Ninth Judicial District Attorney's Office to assist with the daily activities of the Court. The Court reimbursed the District Attorney's Office \$32,527, for salaries and benefits of these assigned employees.

On October 1, 2021, the Court entered into a cooperative agreement with the St. Charles Parish Government for temporary courtroom and office space. On August 29, 2021, Hurricane Ida, a category 4 storm, made landfall in Louisiana causing catastrophic damage to many parishes including St. Charles Parish. The Courtroom and offices of the Court became unusable. St. Charles Parish Government secured appropriate and necessary accommodations for the Court to immediately resume conducting all court proceedings. The Court is required to reimburse the Parish for its pro rata share of build out cost in the amount of \$425,520 as well as a perpetual monthly rent beginning October 1, 2021 of \$5,081.61 per month until one or both parties notify of termination of the agreement. The Parish agreed to take all steps necessary to seek reimbursement from Federal Emergency Management Agency (FEMA) and the St. Charles Parish's insurers to reimburse the Court for build out and rent cost.

**NOTE 8. FAMILIES IN NEED OF SERVICES (FINS) PROGRAM**

The Twenty-Ninth Judicial District Court entered into a contract with the State of Louisiana, Department of Public Safety and Corrections Youth Services under the Families in Need of Services Assistance Program. The program was created to consider issues arising with

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Notes to the Financial Statements  
December 31, 2021**

children and families in the St. Charles Parish. The main purpose of the program is to address the needs of children and families before they enter the legal system. The program helps children who are considered at risk of offending, stay out of the court system. Services provided can include all facets of the mental health spectrum, including substance abuse treatment. These funds are restricted fund balances for support of the families in need of services program.

**NOTE 9. ADULT DRUG COURT PROGRAM**

The primary mission of the Adult Drug Court is to break the cycle of addiction and rehabilitate substance-abusing offenders by utilizing governmental agencies and community resources. The Supreme Court Drug Court Office of Louisiana reimburses drug courts for services to Temporary Assistance for Needy Families (TANF) Eligible Drug Court Program clients to help these families understand the health risk associated with substance abuse and to assist them in becoming better able to successfully function in the family setting. These funds are restricted fund balances for support of the adult drug court program.

**NOTE 10. FAMILY INTERVENTION COURT PROGRAM**

Family Intervention Court is a family centered specialty court to support the youth and caretakers in achieving goals through developing skills to address emotional and substance use issues which are affecting juvenile court-involved families. The mission of the Family Intervention Court is to prepare families to lead health, responsible and productive lives by addressing barriers, including drug and alcohol use, mental health disorders, traumatic histories, and other factors placing a family at risk for recurring court involvement.

**NOTE 11. RISK MANAGEMENT**

The Twenty-Ninth Judicial District Court is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Court has decided to retain the risk of liability exposure and presently, does not have any funds appropriated for the potential liability exposure.

**NOTE 12. LITIGATION AND CLAIMS**

There are no claims or litigation pending at December 31, 2021.

## **REQUIRED SUPPLEMENTAL INFORMATION**

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND**

**Budgetary Comparison Schedule  
General Fund  
For the Year ended December 31, 2021**

	<u>Original/Final Budget</u>	<u>Actual</u>	<u>Variance (Positive/ Negative)</u>
<b>REVENUES</b>			
Criminal Fees	\$ 250,000	284,849	\$ 34,849
Civil Fees	20,571	17,580	(2,991)
ATD Grant	149,955	141,615	(8,340)
Interest	1,400	761	(639)
Total revenues	<u>\$ 421,926</u>	<u>\$ 444,805</u>	<u>\$ 22,879</u>
<b>EXPENDITURES</b>			
Dues & Publication	\$ 1,250	4,160	\$ (2,910)
Office Expenses	5,250	13,733	(8,483)
Personnel Services & Benefits	33,750	32,527	1,223
Professional Services	202,333	193,447	8,886
Insurance	-	10,212	(10,212)
Meetings / Meals	-	148	(148)
Travel / Workshops	10,000	1,437	8,563
Telephone	250	1,399	(1,149)
Rent expense	-	15,245	(15,245)
ATD Grant expense	149,955	125,833	24,122
Capital Outlay	1,500	3,049	(1,549)
Total expenditures	<u>404,288</u>	<u>401,190</u>	<u>3,098</u>
<b>Net increase (decrease) in fund balance</b>	17,638	43,615	19,781
<b>FUND BALANCE</b>			
Beginning of year	<u>1,492,703</u>	<u>1,540,320</u>	<u>47,617</u>
End of year	<u>\$ 1,510,341</u>	<u>\$ 1,583,935</u>	<u>\$ 67,398</u>

The accompanying notes are an integral part of the basic financial statements.

## **OTHER SUPPLEMENTAL INFORMATION**

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Schedule of Compensation, Benefits, and Other Payments to Agency Head or  
Chief Executive Officer  
As of and for the Year Ended December 31, 2021**

**Agency Head Name: Judge Connie M. Aucoin, Division "C"**

<b>Purpose</b>	<b>Amount</b>
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	2,869
Travel	0
Registration fees	0
Conference travel	1,970
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other - Dues	345

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3) on Supplemental Reporting.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Schedule of Compensation, Benefits, and Other Payments to Agency Head or  
Chief Executive Officer  
As of and for the Year Ended December 31, 2021**

**Agency Head Name: Judge M. Lauren Lemmon, Division "D"**

<b>Purpose</b>	<b>Amount</b>
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	5,855
Travel	0
Registration fees	140
Conference travel	0
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other	0

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3) on Supplemental Reporting.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Schedule of Compensation, Benefits, and Other Payments to Agency Head or  
Chief Executive Officer  
As of and for the Year Ended December 31, 2021**

**Agency Head Name: Judge Timothy S. Marcel, Division "E"**

<b>Purpose</b>	<b>Amount</b>
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	3,166
Travel	0
Registration fees	0
Conference travel	0
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other – Dues	0
Other - Telephone	0

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3) on Supplemental Reporting.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Schedule of Justice System Funding – Receiving Entity – Cash Basis  
As Required by ACT 87 of the 2021 Regular Legislative Session  
As of and for the Year Ended December 31, 2021**

<b>Receipts From:</b>	<b>First Six-Month Period Ended 6/30/2021</b>	<b>Second Six-Month Period Ended 12/31/2021</b>
<i>St. Charles Parish Sheriff's Office, Criminal Court Cost/Fees</i>	\$ 90,905	\$131,136
<i>St. Charles Parish Clerk of Court, Civil Fees</i>	\$8,858	\$7,163
<b>Total</b>	<b>\$99,763</b>	<b>\$138,299</b>

The accompanying notes are an integral part of this statement.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2021**

Federal Grantor / Pass-Through Grantor / Program Title	CFDA Number	Pass-Through Grantor's Number	Expenditures
U.S. Department of Health & Human Services			
Supreme Court, State of Louisiana			
Drug Court Program Temporary Assistance for Needy Families	93.558	N/A	\$71,238

The accompanying notes are an integral part of this statement.



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

**To the Judges  
Twenty-Ninth Judicial District  
Judicial Clerk's Fund  
Hahnville, Louisiana**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Twenty-Ninth Judicial District Judicial Clerk's Fund (the Court), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements, and have issued our report thereon dated June 27, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Court's internal control over financial reporting (internal control) as a basis for designing 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 Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Court's internal control.

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

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

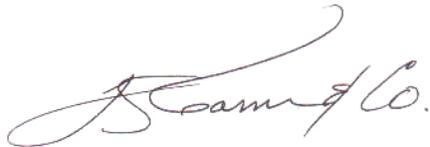
**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Court's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct

and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Thibodaux, Louisiana  
June 27, 2022

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Summary of Schedule of Prior Year Audit Findings  
As of and for the Year Ended December 31, 2021**

**Section I – Internal Control and Compliance Material to the  
Financial Statements**

No findings.

**Section II - Internal Control and Compliance Material to Federal Awards**

No findings.

**Section III – Management Letter**

A management letter was not issued.

**TWENTY-NINTH JUDICIAL DISTRICT  
JUDICIAL CLERK'S FUND  
Hahnville, Louisiana**

**Summary of Schedule of Current Year Audit Findings  
As of and for the Year Ended December 31, 2021**

**Section I – Internal Control and Compliance Material to the Financial Statements**

No findings.

**Section II - Internal Control and Compliance Material to Federal Awards**

No findings.

**Section III – Management Letter**

A management letter was not issued.



# 29th Judicial District Court

## ST. CHARLES PARISH

### JUDICIAL EXPENSE FUND HAHNVILLE, LOUISIANA

## Independent Accountant's Report on Applying Agreed-Upon Procedures

## Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures

Year Ended December 31, 2021



(A Professional Corporation)  
164 West Main Street, Thibodaux, LA 70301  
South end of Canal Boulevard  
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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Judges of the  
Twenty-Ninth Judicial District Judicial Clerk's Fund  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Twenty-Ninth Judicial District Clerk Fund's management is responsible for those C/C areas identified in the SAUPs.

The Twenty-Ninth Judicial District Clerk's Fund (the Court) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

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1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

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

Exception noted. The Court has no written policies and procedures which address the items above.

### **Board or Finance Committee**

---

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

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Not applicable. The Court consists of three independently elected judges. No board exists.

### **Bank Reconciliations**

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

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

No exceptions noted. Evidence was provided that proved bank reconciliations were prepared within 2 months of the statement closing date and included initial and date of preparation.

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

No exceptions noted. Evidence was provided that a member of management who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

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

Not applicable. There were no items outstanding for more than 12 months of the statement closing date.

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

---

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

Obtained a listing of the Court's collection location and obtained management's representation that the list is complete.

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

- a) Employees responsible for cash collections do not share cash drawers/registers.

No exceptions noted. Each person responsible for collecting cash is not responsible for depositing the cash in the bank or reconciling the related bank account.

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

No exceptions noted. Each person responsible for collecting cash is not responsible for depositing the cash in the bank or reconciling the related bank account.

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

No exceptions noted. Employee responsible for collecting cash is not responsible for posting collection entries to the general ledger.

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

No exceptions noted. The person responsible for reconciling cash collections to the general ledger is not responsible for collecting cash unless another employee verifies the reconciliation.

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

Exception noted. Personnel responsible for collecting cash are not bonded.

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

- a) Observe that receipts are sequentially pre-numbered.

No exceptions noted. Receipts were sequentially pre-numbered when applicable.

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

No exceptions noted.

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

No exceptions noted.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

No exceptions noted.

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

No exceptions noted.

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

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

Obtained a listing of the Court's disbursements from the general ledger and obtained management's representation that the general ledger population is complete. Only one location is responsible for processing payments.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

No exceptions noted. Two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

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

No exceptions noted. Two employees are involved in processing and approving payments to vendors.

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

Exception noted. Personnel responsible for processing payments is allowed to add/modify vendors to the system. There is no periodic review of the vendor files. However, another person reviews and signs all checks before issuance. There is also another person to review and reconcile the bank accounts monthly.

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

No exceptions noted. An employee not responsible for signing checks is responsible for mailing the checks once signed.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements)

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

- a) Observe that the disbursement matched the related original invoice/billing statement.

No exceptions noted.

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

No exceptions noted.

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

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

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

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

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

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

address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Not applicable. The Court does not utilize credit, debit, fuel or P-cards.

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

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

Obtained the general ledger and sorted/filtered for travel reimbursements. Obtained management’s representation that the general ledger is complete.

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

No exceptions noted. The Court’s procedures related to travel and expense reimbursements do not exceed the GSA rates for per diem and mileage.

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

No exceptions noted. Each expense was supported by an original itemized receipt which identified what was purchased.

c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

No exceptions noted. Each expense is supported by documentation of the business/public purpose.

d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Exception noted. Each expense and related documentation were reviewed and approved, in writing, by someone other than the person reviewing reimbursement except for one instance of reimbursement not being reviewed by another agency head.

## **Contracts**

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

Obtained a listing of all contracts in effect during the fiscal period; additionally, obtained the general ledger and sort/filter to obtain contract payment amounts. Obtained management's representation that the general ledger is complete.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Not applicable. No contracts were subject to the public bid law.

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

## **Payroll and Personnel**

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

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Not applicable. The Court did not have any employees during the year.

### ***Ethics***

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20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Exception noted. All board members completed the required ethics training during the year. However, the Court does not have a written ethics policy.

## ***Debt Service***

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21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Not applicable. Debt was not issued nor has any outstanding debt during the fiscal period.

## ***Fraud Notice***

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

No exceptions. There were no alleged or actual reports of misappropriations of public funds during the period.

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

No exceptions noted.

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

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25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium

(e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

### ***Sexual Harassment***

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- 26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

No exceptions noted.

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

Exception noted. The Court does not have a sexual harassment policy and complaint procedure posted on its website or on the premises.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;

- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

No exceptions noted.

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**Managements Response:** The Court's Judges agrees with all exceptions and will continue to work to improve processes to ensure effective and efficient handling of all transactions and compliance with all requirements.

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We were engaged by the Twenty-Ninth Judicial District Judicial Clerk's Fund to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Twenty-Ninth Judicial District Judicial Clerk's Fund and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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



Thibodaux, Louisiana  
June 27, 2022