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INDEPENDENT AUDITOR'S REPORT

38TH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND

BASIC FINANCIAL STATEMENTS

DECEMBER 31, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-28-04

Prepared By

McRight & Associates  
11817 Bricksome Ave., Suite E  
Baton Rouge, Louisiana 70816

38<sup>TH</sup> JUDICIAL DISTRICT COURT JUDICIAL EXPENSE FUND  
Cameron, Louisiana

ANNUAL SWORN FINANCIAL STATEMENTS AS OF  
AND FOR THE YEAR ENDED DECEMBER 31, 2003  
WITH APPROPRIATE SUPPLEMENTAL INFORMATION

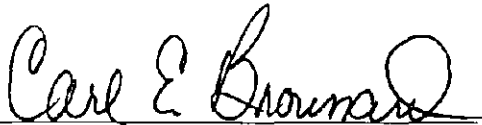
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AFFIDAVIT

Personally came and appeared before the undersigned authority, H. Ward Fontenot, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the 38<sup>th</sup> Judicial District Court Judicial Expense Fund as of December 31, 2003 and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

  
Signature

Sworn to and subscribed before me, this 24th day of June, 2004.

  
NOTARY PUBLIC

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Officer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

THIRTY-EIGHTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

ANNUAL FINANCIAL STATEMENT WITH AUDITOR'S REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2003

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L Dalton McRight, CPA, MBA

Jeanette R McRight, CPA, MBA

## INDEPENDENT AUDITORS' REPORT

Honorable Judge H. Ward Fontenot  
38th Judicial District Court  
Judicial Expense Fund  
Cameron, Louisiana

We have audited the accompanying basic financial statements of the 38th Judicial District Court Judicial Expense Fund a component unit of the Cameron Parish Police Jury, Cameron, Louisiana, as of and for the year ended December 31, 2003, as listed in the table of contents. These basic financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these basic 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, and the *Louisiana Governmental Auditing Guide*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the 38th Judicial District Court Judicial Expense Fund as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 4, 2004, on our consideration of the 38<sup>th</sup> Judicial District Court Judicial Expense Fund's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audits.

## McRight & Associates

Baton Rouge, Louisiana 70816

Management's Discussion and Analysis and the other required supplementary information on pages 4-5, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information on page 21 is presented for purposes of additional analysis and is not a required part of the basic financial statements of the 38th Judicial District Court, Judicial Expense Fund. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and in our opinion is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

*McRight & Associates, CPAs*

Baton Rouge, Louisiana

May 4, 2004

**38<sup>th</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA**

**May 4, 2004  
Management's Discussion and Analysis**

The purpose of this section is to offer management's discussion and analysis of the 38th Judicial District Court Judicial Expense Fund's financial performance during the year ended December 31, 2003. It should be read in conjunction with the financial report taken as a whole.

**Overview of the Financial Statements**

There are two types of financial statements that each present a different view of the Expense Fund as follows:

1. The government-wide financial statements, beginning on page 7, present financial information for all activities of the Expense Fund from an economic resources measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Expense Fund's overall Financial status.
2. Fund financial statements, beginning on page 10, present information on the individual funds of the Expense Fund allowing for more details. The measurement focus and basis of accounting used to prepare these statements is dependent on the fund type. The expense Fund has only one fund as follows:
  - A. Government fund (General Fund) - The general fund uses a current financial resources measurement focus and the modified accrual basis of accounting. The statements in this section represent the short-term financing of general government.

The notes which follow the financial statements are intended to provide further detail and explanation for the information contained in the statements.

**Governmental activities**

The Expense Fund's operations are funded extensively by the Court fees and fines collected by the Clerk of Court and Sheriffs' offices. Operating funding increased by \$1,297 (6%) from 2002 to 2003.

**The Court's statistical information for the past two years is as follows:**

	<u>2003</u>	<u>2002</u>
Fees & Fines	\$24,250	\$24,599

**Economic Factor and Next Year's Budget**

We think economic factors will be constant for Cameron Parish and therefore, the budget will be approximately the same in 2004.

38<sup>th</sup> JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 CAMERON, LOUISIANA

Condensed Financial Information

Statement of Net Assets

	<u>2003</u>	<u>2002</u>
Current Assets	\$ 8,359	\$10,414
Capital Assets	4,001	4,049
Total Assets	<u>12,360</u>	<u>14,473</u>
 Total Liabilities	 <u>-0-</u>	 <u>-0-</u>
 Net Assets		
Invested in Capital Assets	4,001	4,059
Unrestricted	7,336	10,414
Total Net Assets	<u>11,337</u>	<u>14,473</u>

Statement of Net Activities

Program Revenues		
Fees and Fines	24,250	24,599
Program Expenses		
Court Expenses	<u>(27,386)</u>	<u>(25,254)</u>
 Net Change in Assets	 ( 3,136) =====	 ( 655) =====

**Contacting The Court's Financial Management**

This financial report is designed to provide the citizens and taxpayers with a general overview of the 38<sup>th</sup> Judicial District Court Judicial Expense Fund's finances and show the accountability for the money it receives. If you have any further questions about the report, or need additional information contact Judge H. Ward Fontenot at Cameron Parish Courthouse, Cameron, Louisiana.

38<sup>th</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

BASIC FINANCIAL STATEMENTS



38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON LOUISIANA

STATEMENT OF NET ASSETS  
DECEMBER 31, 2003

**Governmental Activities**

**Assets**

**Current Assets**

Cash and cash equivalents	\$7,304
Receivables from other Governments	<u>1,055</u>
Total Current Assets	<u>8,359</u>

**Non-Current Assets**

Capital assets, net of depreciation	<u>4,001</u>
Total Assets	<u>12,360</u>

**Liabilities**

Current Liabilities	\$1,023
Total Liabilities	<u>1,023</u>

**Net Assets**

Invested in Capital Assets	4,001
Unrestricted	<u>7,336</u>
Total Net Assets	<u>11,337</u>

The accompanying notes are an integral part of this statement

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 CAMERON LOUISIANA

STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED DECEMBER 31, 2003

PROGRAM REVENUES

	Charges For Expenses	Services	Operating Grants and Contributions	Net Revenue (Expense)
<b>FUNCTIONS &amp; PROGRAMS</b>				
Governmental Activities				
Court	\$27,386	\$24,250	-0-	(3,136)
<b>Total Governmental Activities</b>	<b>\$27,386</b>	<b>\$24,250</b>	<b>-0-</b>	<b>(3,136)</b>
General Revenues				
Interest				-0-
Total General Revenues				-0-
Change in Net Assets				(3,136)
Net Assets Beginning of Year				14,473
Net Assets - End of Year				11,337

The accompanying notes are an integral part of this statement

FUND FINANCIAL STATEMENTS

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

BALANCE SHEET  
FOR THE YEAR ENDED DECEMBER 31, 2003

	GENERAL FUND
ASSETS	
Current Assets	
Cash & Cash Equivalents	\$7,304
Receivables from other Governments	<u>1,055</u>
Total Assets and Other Debits	\$ 8,359 =====
LIABILITIES	
Accounts Payable	1,023
Total Liabilities	<u>1,023</u>
FUND BALANCE	
Unreserved, reported in General Fund	<u>7,336</u>
Total Fund Balance	<u>7,336</u>
Total Liabilities and Fund Balances	\$8,359 =====

The accompanying notes are an integral part of this statement

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE  
TO NET ASSETS OF GOVERNMENTAL ACTIVITIES  
DECEMBER 31, 2002

Total Governmental Fund Balances	\$ 7,336
Amounts reported for governmental activities in The Statement of Net Assets are different because Capital assets used in governmental activities Are not financial resources and therefore are not Reported in the funds	4,001
Net Assets of Governmental Activities	----- \$11,337 =====

The accompanying notes are an integral part of this statement

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 CAMERON, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 GOVERNMENTAL FUNDS  
 YEAR ENDED DECEMBER 31, 2003

	General Fund
<b>Revenues</b>	
Fees & Fines	\$ <u>24,250</u>
<b>Total Revenues</b>	<b><u>24,250</u></b>
 <b>Other Financing Sources</b>	
Operating Transfers from primary Government	0
 <b>Expenditures</b>	
<b>Current Operations</b>	
Wages & Benefits	4,297
Seminar Expenses	9,721
Office Supplies & Exp	9,731
Professional Fees	1,500
Capital Outlay	<u>2,079</u>
<b>Total Expenditures</b>	<b><u>27,328</u></b>
 <b>NET CHANGE IN FUND BALANCE</b>	 <b>(3,078)</b>
 <b>FUND BALANCE (BEGINNING OF YEAR)</b>	 <b><u>10,414</u></b>
 <b>FUND BALANCE (END OF YEAR)</b>	 <b><u>\$ 7,336</u></b> <u>=====</u>

The accompanying notes are an integral part of this statement

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2003

Net Change in fund Balance - Total Governmental Funds	\$ (3,078)
Amounts reported for governmental activities in the Statement of Activities are 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 as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the Current period.	( 58 )
Change in net Assets of Governmental Activities	( 3,136 ) =====

The accompanying notes are an integral part of this statement

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

**INTRODUCTION**

The 38th Judicial District Court Judicial Expense Fund was created by Louisiana Revised Statute 13:996.51. This fund was established "for any purpose or purposes connected with, incidental to, or related to the proper administration or function of the court or the offices of the individual judges and is supplemental and in addition to any and all other funds, salaries, expenses, or other monies provided, authorized, or established by law for these purposes." Until September, 1992, the accounting for these funds was performed by the Cameron Parish Police Jury. At that time, the District Judge authorized the remaining funds under the Police Jury's control to be transferred to the Criminal Court Fund to be used to offset expenses of the District Court. Any new collections and subsequent disbursements were accounted for through this fund.

The Judicial Expense Fund was established for the purpose of paying expenses for the court deemed necessary by the Judge for efficient operations of the court.

This fund is a function of the Cameron Parish District Court system, which is a component unit of the Cameron Parish Police Jury, and as such this fund is also a component unit of the Cameron Parish Police Jury. This report includes all of the funds relating to the Judicial Expense Fund itself as of December 31, 2003 but not the District court.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The 38<sup>th</sup> Judicial District Court Judicial Expense Fund complies with accounting principles generally accepted in the United States of America (GAAP) and with the Louisiana Governmental Auditing Guide. GAAP includes all relevant Government account Standards Board (GASB) pronouncements. In the Government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in the subsequent sections of this note. For the year ended December 31, 2003, the Judicial Expense Fund has adopted the new financial reporting requirements of GASB statement Nos. 33 and 34. As a result, an entirely new financial presentation format has been implemented.

The accompanying basic financial statements of the 38th Judicial District Court Judicial Expense Fund, a component unit of the Cameron Parish Police jury, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) was established to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities.



38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

**B. REPORTING ENTITY**

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Cameron Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. This criteria includes:

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

Because of one or more of the reasons stated above, the District was determined to be a component unit of the Cameron Parish Police Jury, the financial reporting unit. The accompanying financial statements present information only on the Judicial Expense Fund maintained by the District and do not present information on the police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

**Basic Financial Statements**

Government-wide Financial Statements-The statement of net assets and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Only the governmental fund type is used by the Judicial Expense Fund. The focus of the governmental funds' measurement is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The funds of the Judicial Expense Fund are described as follows:

General Fund -The General Fund is the principal fund of the Judicial Fund and is used to account for the fund's collection and subsequent disbursement of the specifically designated fee collected by the clerk of court or sheriff from every defendant who is convicted after trial or after plea of guilty, or who forfeits his bond. General operating expenditures are paid from this fund.

Measurement focus and 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)**

Fund Financial Statements-The Financial transactions of the Judicial Expense Fund are presorted in individual funds in the fund financial statements. Each fund is accounted for by a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

Measurement Focus - The government-wide financial statements are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, and financial position. All assets and liabilities (whether current or non-current) associated with their activities are reported. All governmental funds utilize a current financial resources measurement focus in the fund financial statements. Only current financial assets and liabilities are generally included on the balance sheet. Operating statements present sources and uses of available spendable financial resources during any given period. The fund balance is the measure of available spendable financial resources at the end of the period.

Basis of accounting - The governmental-wide financial statements are presented using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred or economic assets are used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Revenues are recognized when "measurable and available". Measurable means the amount of transaction can be determined, and available means collectible within the current period. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

**Financial Statement Amounts**

Cash and Cash Equivalents - "Cash, including time deposits" includes all demand deposits, savings accounts and certificates of deposit of the Judicial Expense Fund.

**Receivables**

In the Government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of account receivables. Major receivable balances for governmental activities include amounts due from the Clerk of Court and Sheriff. Receivables are included in the fund financial statements if they are both measurable and available.

**Capital Assets**

In the government-wide financial statements, capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost. Additions, improvements and other capital outlay that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expenses as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful live:

Office Furniture and Equipment	5 years
--------------------------------	---------

In the fund financial statements, fixed assets are accounted for as capital outlay expenditures of the fund upon acquisition. Capital assets reported herein include only those assets purchased by the Judicial expense Fund and do not reflect assets of the court obtained from other sources.

**Revenues**

Substantially all government fund revenues are accrued. Those revenues include filing and license fees, fines and court costs collected by other agencies and remitted to the Judicial Expense Fund in the following month.

**Expenditures**

Expenditures are recognized when the related fund liability is incurred.

**Accounting Estimates**

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

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

**c. Cash and Cash Equivalents**

Cash includes amounts in demand deposits and time deposits. Under state law, the Judicial Expense Fund may deposit funds in demand deposits, interest-bearing demand deposits, money-market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

At December 31, 2003, the Judicial Expense Fund cash balances are as follows:

	<u>Carrying Amount</u>	<u>Bank Balances</u>
Demand deposits	\$7,304 =====	\$7,826 =====

These deposits are stated at cost, which approximates market, and are secured by federal deposit insurance.

**D. Receivables from Other Governments**

Accounts receivable of the governmental activities consist mostly of amounts due from the clerk of Court and sheriff. Detail of the receivables at December 31, 2003 is as follows:

	AMOUNT
FEES	
Clerk of Court	\$ 210
Sheriff	845
Accounts Receivable	1,055 =====

**E. CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2003, is as follows:

Description	Adjusted Balance 12-31-02	Additions 12-31-03	Deductions 12-31-03	Balance 12-31-03
Office Furniture & Equipment	\$8,598	\$2,079	\$0	\$10,677
less accumulated depreciation	4,540	2,136	-0-	6,676
Capital Assets, Net	4,058	( 57)	-0-	4,001

Depreciation expense charged to governmental activities was \$2,136.

38<sup>TH</sup> JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

**F. SALARY EXPENDITURES**

The Fund pays for a portion of the salary of an employee who works for both the Judicial expense Fund and the Court. The amounts included in the accompanying financial statements are the actual salary expenditures of the Judicial Expense Fund and do not include any amounts for salaries reimbursed by any other entity.

**G. Pension Plans**

No pension plans are set up since the only employee is part-time.

**H. Concentration of Credit Risk**

Intergovernmental receivables represent amounts due from other Cameron parish Governmental agencies. Payment of these amounts is partly dependent upon the economic and financial conditions within Cameron Parish.

**I. EXPENDITURES OF THE JUDICIAL FUND NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The Cameron Parish Police Jury provided the office space and utilities for the Judicial Fund's office for the year ended December 31, 2003. Expenditures for these items are not reflected in the accompanying financial statements.

**J. JUDGEMENTS, CLAIMS, AND SIMILAR CONTINGENCIES**

Management has represented that there is no litigation pending against the Judicial Expense Fund at December 31, 2003.

THIRTY-EIGHT JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

REQUIRED SUPPLEMENTARY INFORMATION

THIRTY-EIGHT JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 CAMERON, LOUISIANA

BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
 YEAR ENDED DECEMBER 31, 2003

	<u>BUDGETARY AMOUNTS</u>		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET	ACTUAL AMOUNT
	<u>Original</u>	<u>FINAL</u>	(BUDGETARY BASIS) <u>SEE NOTE 1</u>	FAVORABLE (UNFAVORABLE)	GAAP BASIS
<b>REVENUES</b>					
Fees and Fines	\$24,600	\$24,250	\$24,250	\$ -0-	\$24,250
TOTAL REVENUE	<u>24,600</u>	<u>24,250</u>	<u>24,250</u>	<u>-0-</u>	<u>24,250</u>
<b>EXPENDITURES</b>					
Wages & Benefits	4,500	4,296	4,297	(1)	4,297
Seminar Exp	9,800	9,800	9,721	79	9,721
Office Supplies & Exp	6,700	9,750	9,731	19	9,732
Professional Services	1,500	1,500	1,500	0	1,500
Capital Outlay	2,100	2,079	2,079	0	-0-
Depreciation					2,136
	-----	-----	-----	-----	-----
TOTAL EXPENDITURES	<u>24,600</u>	<u>27,425</u>	<u>27,328</u>	<u>97</u>	<u>27,386</u>
Excess (Deficiency) of Revenues over Expenditures	-0-	(3,175)	(3,078)	(97)	(3,078)
<b>Fund Balance</b>					
Beginning of Year	10,414	10,414	10,414	-0-	14,473
	-----	-----	-----	-----	-----
Fund Balance End of Year	10,414	7,239	7,336	(97)	11,337
	=====	=====	=====	=====	=====

The accompanying notes are an integral part of this statement.

THIRTY-EIGHT JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY ACCOUNTING AND CONTROL  
DECEMBER 31, 2003

**A: Budgetary Accounting and Control**

Budget Law

The Judicial Expense Fund annual operating budget is prepared by the Judge according to the provisions of the Louisiana Local Budget Act. In accordance with those provisions, the following procedures are used in adopting the annual budget for the General Fund:

- (1) An operating budget is prepared for the general fund at least fifteen days prior to the commencement of the budgetary fiscal year. The operating budget includes proposed expenditures and the means of financing them for the upcoming year;
- (2) The budget is available for public inspection at least fifteen days prior to the beginning of the fiscal year;
- (3) The budget is adopted after consideration of public comment, if any, and authorized for implementation on the first day of the fiscal year;
- (4) The general fund's budget is prepared on a detailed line item basis. Revenues are budgeted by source. Expenditures are budgeted by character (personnel services, group benefits, supplies, contractual services, and capital outlay). Total expenditures constitute the legal level of control. Expenditures may not exceed the sum of appropriations plus the unreserved prior year fund balance. The budget may be revised during the year as estimates regarding revenues and expenditures change; and
- (5) Appropriations lapse at the end of each fiscal year.

**Budgetary Accounting**

The general fund budget is prepared using the modified accrual basis of accounting.



**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE BASIC FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

38<sup>TH</sup> Judicial District Court  
Judicial Expense Fund  
Cameron, Louisiana

We have audited the basic financial statements of the 38<sup>th</sup> Judicial District Court Judicial Expense Fund, a component unit of the Cameron Parish Police Jury, as of and for the year ended December 31, 2003, and have issued our report thereon dated May 4, 2004. 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 and the *Louisiana Auditing Guide*.

Compliance

As part of obtaining reasonable assurance about whether the 38<sup>th</sup> Judicial District Court Judicial expense Fund's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 did not disclose any instance of noncompliance that is required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the 38<sup>th</sup> Judicial District Court Judicial Expense Fund's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weakness.

McRight & Associates  
Baton Rouge, Louisiana 70816

This report is intended solely for the information and use of the Judge, management, Cameron Parish Police Jury, and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

*McRight & Associates, CPAs*

MCRIGHT & ASSOCIATES, CPAS  
May 4, 2004

THIRTY-EIGHTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

SCHEDULE OF CURRENT FINDING AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2003

SECTION 1 SUMMARY OF AUDITORS' REPORTS/RESULTS

A. The type of report issued on the financial statements was an unqualified opinion.

B. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control Material Weaknesses  Yes  No

Internal Control Reportable Condition  Yes  No

Compliance Material to Financial Statements  Yes  No

C. Federal Awards

Not applicable

D. A management letter was not issued.

SECTION II FINANCIAL STATEMENT FINDINGS

None

THIRTY-EIGHTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2003

There were no audit findings in the prior year.

THIRTY-EIGHTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
CAMERON, LOUISIANA

CORRECTIVE ACTION PLAN FOR  
CURRENT YEAR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2003

THERE WERE NO AUDIT FINDINGS OR MANAGEMENT LETTER COMMENTS FOR THE CURRENT YEAR.