

**CITY COURT OF MINDEN**  
City of Minden  
Minden, Louisiana

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**CITY COURT OF MINDEN**  
City of Minden  
Minden, Louisiana

Financial Statements  
As of and for the year ended December 31, 2022

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**INDEPENDENT AUDITORS' REPORT**

City Court of Minden  
Minden, Louisiana

**Report on the Financial Statements**

**Opinions**

We have audited the accompanying financial statements of the governmental activities, major fund and the aggregate remaining fund information of the Minden City Court, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Minden City Court's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund and the aggregate remaining fund information of the Minden City Court, as of and for the year ended December 31, 2022, and the respective changes in financial position and the respective budgetary comparison for the General fund 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 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 Minden City 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.

**Change in Accounting Principle**

As described in Note 14 to the financial statements, the City Court adopted new accounting guidance, GASB Statement No. 87, Leases. Our opinion is not modified with respect to this matter.

## **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 Minden City Court's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently know information that may raise substantial doubt shortly thereafter.

## **Auditors' Responsibility 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 judgement 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 controls 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 Minden City 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 Minden City 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.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison schedules, Schedule of Proportionate Share of Net Pension Liability, and Schedule of Employer Contributions on pages 38-42 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Minden City Court's basic financial statements. The accompanying

supplementary information, as listed in the table of contents, are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 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 September 8, 2023, on our consideration of the Minden City Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Minden City Court's internal controls 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 City Court's internal control over financial reporting and compliance.

*Wesley Martin & Cole LLC*

Minden, Louisiana  
September 8, 2023

## **BASIC FINANCIAL STATEMENTS**

## STATEMENT A

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

## Statement of Net Position

December 31, 2022

	Governmental <u>Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 83,641
Due from other governments	22,946
Prepaid assets	3,749
Capital assets, net	<u>19,276</u>
<b>TOTAL ASSETS</b>	<u>129,612</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows on pension	<u>106,248</u>
 <b>LIABILITIES</b>	
Accounts, salaries and other payables	14,840
Long term liabilities	
Due within one year	4,015
Due in more than year	15,452
Net pension liability	<u>353,116</u>
<b>TOTAL LIABILITIES</b>	<u>387,423</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows on pension	<u>1,798</u>
 <b>NET POSITION</b>	
Net investment in capital assets	19,276
Restricted	8,738
Unrestricted (deficit)	<u>(181,375)</u>
<b>TOTAL NET POSITION</b>	<u>\$ (153,361)</u>

The notes to the financial statements are an integral part of this statement.

**CITY COURT OF MINDEN**  
City of Minden  
Minden, Louisiana

Statement of Activities  
For the Year Ended December 31, 2022

<u>FUNCTIONS/PROGRAMS</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental activities:				
Judicial activities	\$ 371,784	\$ 329,044	\$ 94,037	\$ 51,297
Interest on long-term debt	213	-	-	(213)
Total governmental activities	<u>\$ 371,997</u>	<u>\$ 329,044</u>	<u>\$ 94,037</u>	<u>\$ 51,084</u>
General revenues:				
Interest income				47
Other income				<u>100</u>
Total general revenues				147
Change in net position				51,231
Net position (deficit) - beginning				<u>(204,592)</u>
Net position (deficit) - ending				<u>\$ (153,361)</u>

The notes to the financial statements are an integral part of this statement.

## STATEMENT C

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Balance Sheet - Governmental Funds  
December 31, 2022

	<u>General</u>	<u>Building Fund</u>	Total <u>Governmental Funds</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 75,303	\$ 8,338	\$ 83,641
Due from other funds	3,510	-	3,510
Due from other governments	<u>22,546</u>	<u>400</u>	<u>22,946</u>
<b>TOTAL ASSETS</b>	<u>\$ 101,359</u>	<u>\$ 8,738</u>	<u>\$ 110,097</u>
<b>LIABILITIES</b>			
Accounts, salaries and other payables	\$ 14,840	\$ -	\$ 14,840
Due to other funds	<u>-</u>	<u>3,510</u>	<u>3,510</u>
<b>TOTAL LIABILITIES</b>	<u>14,840</u>	<u>3,510</u>	<u>18,350</u>
<b>FUND BALANCES</b>			
Restricted	-	5,228	5,228
Unassigned	<u>86,519</u>	<u>-</u>	<u>86,519</u>
<b>TOTAL FUND BALANCES</b>	<u>86,519</u>	<u>5,228</u>	<u>91,747</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 101,359</u>	<u>\$ 8,738</u>	<u>\$ 110,097</u>

The notes to the financial statements are an integral part of this statement.

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Reconciliation of the Governmental Fund Balance Sheet  
to the Government-wide Financial Statement of Net Position  
December 31, 2022

Fund Balance, Total Governmental Fund (Statement C)		\$	91,747
Capital assets used in governmental activities are not financial resources; therefore, are not reported in the funds			19,276
Other assets used in governmental activities that are not financial resources and, therefore, are not reported in the fund financial statements			3,749
Deferred outflows/inflows related to pensions are not due and payable in the current period and accordingly not recorded in the the fund financial statements			
Deferred outflows on pension	\$	106,248	
Deferred inflows on pension		<u>(1,798)</u>	104,450
Long-term liabilities applicable to the City Court's governmental activities are not due and payable in the current period and, therefore, are not reported as fund liabilities in the governmental funds. All liabilities, both current and long-term are reported in the Statement of Net Position			
Lease obligation		(19,467)	
Pension liability		<u>(353,116)</u>	<u>(372,583)</u>
Net Position of Governmental Activities (Statement A)			<u>\$ (153,361)</u>

The notes to the financial statements are an integral part of this statement.

**CITY COURT OF MINDEN**  
City of Minden  
Minden, Louisiana  
Governmental Funds  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
For the Year Ended December 31, 2022

	<u>General</u>	<u>Building Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>			
Charges for services:			
Criminal fees	\$ 91,093	-	\$ 91,093
Civil fees	223,148	-	223,148
Probation fees	8,312	-	8,312
Judicial building fund fees	-	6,491	6,491
Operating grants and contributions:			
Intergovernmental - Parish	32,391	-	32,391
Intergovernmental - City of Minden	61,646	-	61,646
Interest income	41	7	48
Miscellaneous	100	-	100
<b>TOTAL REVENUES</b>	<u>416,731</u>	<u>6,498</u>	<u>423,229</u>
<b>EXPENDITURES</b>			
Current:			
Judicial activities:			
Salaries and employee benefits	287,555	-	287,555
Travel, education and seminars	13,148	-	13,148
Office expense	14,485	7,020	21,505
Insurance	9,069	-	9,069
Professional fees	19,627	-	19,627
Telephone and internet	3,358	-	3,358
Library	7,713	-	7,713
Dues and subscriptions	2,762	-	2,762
Repairs and maintenance	1,823	4,725	6,548
Capital outlay	21,809	-	21,809
Debt service:			
Lease principal	2,342	-	2,342
Lease interest	213	-	213
<b>TOTAL EXPENDITURES</b>	<u>383,904</u>	<u>11,745</u>	<u>395,649</u>
Excess (deficiency) of revenues over expenditures	32,827	(5,247)	27,580
<b>OTHER FINANCING SOURCES</b>			
Financing for leases	21,809	-	21,809
<b>TOTAL OTHER FINANCING SOURCES</b>	<u>21,809</u>	<u>-</u>	<u>21,809</u>
Net change in fund balance	54,636	(5,247)	49,389
FUND BALANCE - BEGINNING	<u>31,883</u>	<u>10,475</u>	<u>42,358</u>
FUND BALANCE - ENDING	<u>\$ 86,519</u>	<u>\$ 5,228</u>	<u>\$ 91,747</u>

The notes to the financial statements are an integral part of this statement.

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and Changes  
in Fund Balance of Governmental Funds to the Statement of Activities  
For the Year Ended December 31, 2022

Net change in fund balance - total governmental fund	\$ 49,389
When leases in which the City Court is the lessee used in governmental activities, an expenditure is recorded in the governmental funds for the amount of the present value of the future lease; however, in the Statement of Activities, the present value of the future lease is recognized as an intangible asset and amortized over the lease term.	(2,533)
The repayment of principal of long-term debt for lease liability consumes current financial resources of governmental funds.	2,342
The recognition of pension expense in the Statement of Activities is based on projected benefit payments discounted to actuarial present value and attributed to periods of employee service. Pension expenditures in the fund financial statements are the amounts actually paid.	(1,478)
Other expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:	
Prepaid expenses	<u>3,511</u>
Change of net position of governmental activities	<u>\$ 51,231</u>

The notes to the financial statements are an integral part of this statement.

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Statement of Fiduciary Net Position  
Fiduciary Funds  
December 31, 2022

	<u>Criminal Court Fund</u>	<u>Civil Fund</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 36,502	\$ 92,373	\$ 128,875
Due from other funds	4,302	-	4,302
Due from others	<u>3,972</u>	<u>150</u>	<u>4,122</u>
TOTAL ASSETS	<u>44,776</u>	<u>92,523</u>	<u>137,299</u>
<b>LIABILITIES</b>			
Due to other funds	-	4,302	4,302
Due to others	<u>8,713</u>	<u>15,220</u>	<u>23,933</u>
TOTAL LIABILITIES	<u>8,713</u>	<u>19,522</u>	<u>28,235</u>
<b>FIDUCIARY NET POSITION</b>			
Held for others	<u>36,063</u>	<u>73,001</u>	<u>109,064</u>
TOTAL NET POSITION	<u>\$ 36,063</u>	<u>\$ 73,001</u>	<u>\$ 109,064</u>

The notes to the financial statements are an integral part of this statement.

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Statement of Changes in Fiduciary Net Position  
Fiduciary Funds  
For the Year Ended December 31, 2022

	<u>Criminal Court Fund</u>	<u>Civil Fund</u>	<u>Total</u>
ADDITIONS			
Fines and court costs collected	\$ 122,357	\$ 181,618	\$ 303,975
Interest income	<u>48</u>	<u>97</u>	<u>145</u>
TOTAL ADDITIONS	<u>122,405</u>	<u>181,715</u>	<u>304,120</u>
DEDUCTIONS			
Payments of court costs and fees	<u>120,341</u>	<u>186,436</u>	<u>306,777</u>
TOTAL DEDUCTIONS	<u>120,341</u>	<u>186,436</u>	<u>306,777</u>
Change in net position	2,064	(4,721)	(2,657)
Net position - beginning	<u>33,999</u>	<u>77,722</u>	<u>111,721</u>
Net position - ending	<u>\$ 36,063</u>	<u>\$ 73,001</u>	<u>\$ 109,064</u>

The notes to the financial statements are an integral part of this statement.

## **CITY COURT OF MINDEN**

City of Minden

Minden, LA

Financial Statements

As of and for the year ended December 31, 2022

### **INTRODUCTION**

The Louisiana Constitution of 1974, Article V, Section 1 created the Courts of the State, among them the City Court of Minden. Article V, Section 15 created trial courts of limited jurisdiction and sets forth the duties of the Court. The City Court of Minden (the City Court) exists and operates in accordance with the authorities cited. As provided by Article V, Section 15 of the Louisiana Constitution of 1974, the Judge has charge of civil and criminal matters in his jurisdiction. The Judge is elected by a popular vote for a term of six years.

The City Court's jurisdiction covers Ward One of Webster Parish and serves approximately 25,000 people and employs three full-time employees, one part-time probation officer, and two part-time employees. For the year ended December 31, 2022, the City Court had 984 criminal cases and 540 civil cases filed.

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

#### **A. BASIS OF PRESENTATION**

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

#### **B. REPORTING ENTITY**

The City Court Judge is an independently elected official. However, the City Court, fiscally dependent on the City of Minden for office space, courtrooms, and related utility costs, as well as partial funding of salary costs, was determined to be a component unit of the City of Minden.

The accompanying financial statements present information only on the funds maintained by the City Court of Minden and do not present information on the City of Minden, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

## CITY COURT OF MINDEN

City of Minden  
Minden, LA

Financial Statements  
As of and for the year ended December 31, 2022

### C. BASIC FINANCIAL STATEMENTS

#### Government-wide statements

In the government-wide Statement of Net Position, the governmental activities (a) are presented on a consolidated basis by column, and (b) are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

The government-wide Statement of Activities reports both the gross and net cost of each of the City Court's functions. The functions are also supported by general government revenues, mainly interest income. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants.

Fiduciary funds are not included in the government-wide financial statements. Fiduciary funds are reported separately in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

**Program Revenues** Program revenues included in the Statement of Activities include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Program revenues reduce the cost of the function to be financed from the City Court's general revenues. The City Court's program revenues are mainly derived directly from court users as a fee for services.

Taxes and other items not properly included among program revenues are reported instead as general revenues.

## CITY COURT OF MINDEN

City of Minden

Minden, LA

### Financial Statements

As of and for the year ended December 31, 2022

**Allocation of indirect expense** - The Court reports all direct expenses by function in the Statement of Activities. Indirect expenses not allocated to functions are reported separately in the Statement of Activities.

#### Fund financial statements

The City Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain court functions and activities.

Governmental funds account for all or most of the City Court's general activities. These funds focus on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and deferred outflows of resources, and liabilities and deferred inflows of resources is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the City Court of Minden. The funds of the City Court are described below:

1. General fund – the primary operating fund of the City Court and it accounts for all financial resources, except those required to be accounted for in other funds.
2. Special revenue funds – funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the City Court are custodial funds. The custodial funds account for assets held by the City Court as an agent for litigants pending court action. Consequently, the custodial funds have no measurement focus, but use the accrual basis of accounting. Fiduciary funds of the City Court include:

1. Criminal Court fund – used to account for fines and court costs of all criminal cases. Fines collected by the Minden Police Department are remitted monthly to the City Court. These and all fines collected by the Court for criminal cases are disbursed to appropriate agencies and the General fund on a monthly basis.
2. Civil fund – used to account for all court costs and restitution resulting from civil cases filed in the City Court. Disbursements are made to the General fund for court

**CITY COURT OF MINDEN**

City of Minden

Minden, LA

Financial Statements

As of and for the year ended December 31, 2022

fees, to victims for restitution and other agencies for services performed relative to civil suits.

The City Court considers the following funds to be major:

Governmental funds –

General fund – The General fund is the principal operating fund of the City Court.

Judicial Building fund – Special revenue fund used to account for fines and fees derived from traffic tickets and civil filings allowed under LSA R.S. 13:1910. Funds are dedicated exclusively to the acquisition, leasing, construction, equipping, and maintenance of new and existing city courts and for the maintenance and payment of any bond indebtedness on any such existing facilities.

**D. BASIS OF ACCOUNTING**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets, liabilities, deferred outflows and inflows of resources 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 are reported using a current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Although most expenditures are recorded when a liability is incurred as under accrual accounting, the measurement focus of a governmental fund significantly affects what items are to be considered expenditures in the governmental fund. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on long-term debt which is recognized when due. Compensated absences and claims and judgments are recorded in governmental funds if claims are due and payable.

## **CITY COURT OF MINDEN**

City of Minden  
Minden, LA

### **Financial Statements**

As of and for the year ended December 31, 2022

Fines collected by the City of Minden Police Department are remitted to the City Court the succeeding month are recognized as revenue when the fines are measurable and available.

#### **E. CASH**

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the City 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.

#### **F. PREPAID ITEMS**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

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#### **G. CAPITAL ASSETS**

Capital assets, which include property, plant, and equipment, are reported as governmental activities in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their acquisition value at the date of donation. The Court maintains a threshold level of \$2,500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend useful lives are not capitalized. Since surplus assets are 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 five to seven years.

#### **H. DEFERRED OUTFLOW/INFLOW OF RESOURCES**

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so

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will not be recognized as an outflow of resources (expense/expenditure) until then. The City Court has one item that qualifies for reporting in this category. The Statement of Net Position reports the City Court's proportionate share of the deferred outflows of resources related to pensions. See Note 8 for more information.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The City Court has one item that qualifies for reporting in this category. The Statement of Net Position reports the City Court's proportionate share of the deferred inflows of resources related to pensions. See Note 8 for more information.

**I. PENSIONS**

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~~For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the retirement systems and additions to/deductions from the retirements systems fiduciary net position have been determined on the accrual basis, the same basis as they are reported by the retirement systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. See Note 8 for more information.~~

**J. COMPENSATED ABSENCES**

The vacation and sick leave policy of the City Court does not provide for the accumulation and vesting of leave time; therefore, the City Court has no accrued compensated absences.

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#### **K. RESTRICTED NET POSITION**

For the government-wide Statement of Net Position, net position is reported as restricted when constraints placed on net position use are either:

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

It is the City Court's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

The government-wide Statement of Net Position reported \$8,738 of restricted net position, which is restricted by enabling legislation.

#### **L. FUND EQUITY OF FUND FINANCIAL STATEMENTS**

Fund balance is reported in the following categories:

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

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

**Committed:** Fund balance that can only be used for specific purposes determined by the City Court's highest level of decision-making authority. The City Court Judge is the highest level of decision-making authority, and by the Judge's order, can commit fund balance. Committed amounts cannot be used for any other purpose unless the Judge removes or changes the specified use by taking the same employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

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**Assigned:** Fund balance that are constrained by the City Court's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City Court Judge or body to which the City Court delegates the authority.

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

The City Court reduces committed amounts, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for the purposes for which amounts in any of those unrestricted fund balance classifications could be used. The City Court considers restricted amounts to have been spent when expenditure has been incurred for purposes for which both restricted and unrestricted fund balance are available.

### M. ESTIMATES

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

### N. ELIMINATION AND RECLASSIFICATION

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds." While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included in the governmental activities column.

Certain activity occurs during the year involving transfers of resources between funds. In fund financial statements these amounts are reported as gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental

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activities are eliminated so that only the net amounts are included as transfers in the governmental activities column.

**2. BUDGETS**

Prior to the beginning of each fiscal year, the City Court adopts an operating budget for its General fund and Judicial Building fund. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on a cash basis of accounting.

The following individual funds had an excess of expenditures over appropriations:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General fund	\$ 281,100	\$ 359,406	\$ (78,306)
Judicial Building fund	5,000	11,745	(6,745)

The revenues and expenditures shown on page 10 are reconciled with the amounts reflected on the budgetary comparison schedules on page 38 and page 39 as follows:

	<u>General fund</u>	<u>Judicial Building fund</u>
Excess (deficiency) of revenues over expenditures, GAAP basis	\$ 54,636	\$ (5,247)
Adjustments:		
(Increase) decrease in receivables	(411)	90
Increase (decrease) in liabilities	<u>855</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures, budget - cash basis	<u>\$ 55,080</u>	<u>\$ (5,157)</u>

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**3. CASH AND CASH EQUIVALENTS**

At December 31, 2022, the City Court had cash and cash equivalents (book balances) as follows:

Cash and cash equivalents (Statement A)	\$ 83,641
Cash and cash equivalents (Statement G)	128,875
Total	<u>\$ 212,516</u>

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

**Custodial Credit Risk – Deposits:** At year end, the City Court had bank balances of \$232,836. These deposits were fully secured by federal depository insurance.

The City Court has not formally adopted a deposit or investment policy that limits the government's allowable deposits or investments and addresses custodial credit or interest rate risks.

**4. DUE FROM OTHER GOVERNMENTS**

Due from other governments at December 31, 2022 consisted of the following:

City of Minden	\$ 7,712
City Court - Criminal fund	5,654
City Court - Civil fund	<u>9,580</u>
Total	\$ <u>22,946</u>

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**5. CAPITAL ASSETS**

The changes in capital assets of governmental activities as of and for the year ended December 31, 2022 is as follows:

	Beginning balance	Additions	Deletions	Ending balance
Capital assets being depreciated				
Office equipment	\$ 35,612	\$ -	\$ -	\$ 35,612
Less accumulated depreciation	(35,612)	-	-	(35,612)
Capital assets, being depreciated, net	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Leased assets:				
Equipment	-	21,809	-	21,809
Less accumulated amortization	-	(2,533)	-	(2,533)
Total leased assets, being amortized, net	<u>-</u>	<u>19,276</u>	<u>-</u>	<u>19,276</u>
Capital assets, net	<u>\$ -</u>	<u>\$ 19,276</u>	<u>\$ -</u>	<u>\$ 19,276</u>

Amortization expense of \$2,533 was charged to public safety.

**6. ACCOUNTS PAYABLE**

Accounts payable at December 31, 2022 consisted of the following:

Class of payable:	
Accounts	\$ 6,169
Payroll liabilities	4,203
Retirement	<u>4,468</u>
Total	<u>\$ 14,840</u>

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**7. LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions for the year ended December 31, 2022:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due within One year</u>
Governmental activities:					
Lease payable	\$ <u>-</u>	\$ <u>21,809</u>	\$ <u>(2,342)</u>	\$ <u>19,467</u>	\$ <u>4,015</u>

The General fund is used to liquidate long-term liabilities.

Lease payable: The Minden City Court has a lease agreement for a copier and 3 printers. Interest has been imputed at a rate of 2.07%. The lease was entered into March 22, 2022, with first payment on June 3, 2023, and requires monthly payments of \$365 for 63 months. The City of Minden has agreed to make half of the monthly lease payments towards the City Courts lease and these amounts are reported as revenues in the General fund. The future lease payments under the lease agreement are as follows:

<u>Fiscal year</u>	<u>Principal</u>	<u>Interest</u>
2023	\$ 4,015	\$ 365
2024	4,099	281
2025	4,185	195
2026	4,272	108
2027	2,896	23
Total	\$ <u>19,467</u>	\$ <u>972</u>

**8. PENSIONS**

**Louisiana State Employees' Retirement System (LASERS)**

**Plan Description:** The City Judge of the City of Minden is provided with a pension through a cost-sharing multiple-employer defined benefit plan administered by the Louisiana State Employees' Retirement System (LASERS). Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) grants to LASERS Board of Trustees and the Louisiana Legislature

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the authority to review administration, benefit terms, investments, and funding of the plan. LASERS issues a publicly available financial report that can be obtained at [www.lasersonline.org](http://www.lasersonline.org).

**Benefits Provided:** The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Retirement:** The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification. LASERS rank and file members hired prior to July 1, 2006, may either retire with full benefits at any age upon completing 30 years of creditable service, at age 55 upon completing 25 years of creditable service, and at age 60 upon completing ten years of creditable service depending on their plan. Those members hired between July 1, 2006, and June 30, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015, may retire at age 62 upon completing five years of creditable service. The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to July 1, 2006. For members hired July 1, 2006, or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of years of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement throughout their life, with certain benefits being paid to their designated beneficiary after their death.

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Act 992 of the 2010 Louisiana Regular Legislative Session, changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire at age 60 after five years of creditable service and may also retire at any age, with a reduced benefit, after 20 years of creditable service. Hazardous duty members are eligible to retire with twelve years of creditable service at age 55, 25 years of creditable service at any age or with a reduced benefit after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate, and judges a 3.5% accrual rate. The extra 1.0% accrual rate for each year of service for court officers, the governor, lieutenant governor, legislators, House clerk, sergeants at arms, or Senate secretary, employed after January 1, 2011, was eliminated by Act 992. Specialty plan and regular members, hired prior to January 1, 2011, who are hazardous duty employees have the option to transition to the new hazardous duty plan.

Act 226 of the 2014 Louisiana Regular Legislative Session established new retirement eligibility for members of LASERS hired on or after July 1, 2015, excluding hazardous duty plan members. Regular members and judges under the new plan are eligible to retire at age 62 after five years of creditable service and may also retire at any age, with a reduced benefit, after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment. Members in the regular plan will receive a 2.5% accrual rate, and judges a 3.5% accrual rate, with the extra 1.0% accrual rate based on all years of service as a judge.

A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does not withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classifications.

**Deferred Benefits:** The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP

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participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. For members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

**Disability Benefits:** Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age.

Upon reaching retirement age, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees.

For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation or 100% of final average compensation if the injury was a result of an intentional act of violence.

**Survivor's Benefits:** Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011 who was in state service at the time of death must have a minimum of five years of service credit, at least two of which were earned immediately prior

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to death, or who had a minimum of twenty years of service credit regardless of when earned in order for a benefit to be paid to a minor or handicapped child. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned. A deceased member's spouse must have been married for at least one year before death.

**Permanent Benefit Increases/Cost-of-Living Adjustments:** As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), that are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

**Contributions:** The employer contribution rate is established annually under La. R.S. 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's actuary. Each plan pays a separate actuarially determined employer contribution requirement. However, all assets of LASERS are used for the payment and benefits for all classes of member, regardless of their plan membership.

Rates for the year ended June 30, 2022 are as follows:

<u>Plan</u>	<u>Plan Status</u>	<u>2022 Employer Rate</u>
Appellate Law Clerks	Closed	39.50%
Appellate Law Clerks hired on or after 7/01/06	Closed	39.50%
Alcohol Tobacco Control	Closed	42.60%
Bridge Police	Closed	38.60%

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Bridge Police hired on or after 7/01/06	Closed	38.60%
Corrections Primary	Closed	39.00%
Corrections Secondary	Closed	43.30%
Harbor Police	Closed	14.30%
Hazardous Duty	Open	45.30%
Judges hired before 1/1/2011	Closed	43.70%
Judges hired after 12/31/2010	Closed	43.00%
Judges hired on or after 7/01/15	Open	43.00%
Legislators	Closed	35.80%
Optional Retirement Plan (ORP) before 7/01/06	Closed	37.60%
Optional Retirement Plan (ORP) on or after 7/01/06	Closed	37.60%
Peace Officers	Closed	41.40%
Regular Employees hired before 7/01/06	Closed	39.50%
Regular Employees hired on or after 7/01/06	Closed	39.50%
Regular Employees hired on or after 1/1/11	Closed	39.50%
Regular Employees hired on or after 7/1/15	Open	39.50%
Special Legislative Employees	Closed	37.80%
Wildlife Agents	Closed	51.20%
<b>Aggregate Rate</b>		<b>40.20%</b>

The agency's contractually required composite contribution rate for the year ended December 31, 2022 ranged from 43.0%-43.8% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability. Contributions to the pension plan from the City Court were \$39,637 for the year ended December 31, 2022.

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

At December 31, 2022, the City Court reported a liability of \$353,116 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan

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relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2022, the Agency's proportion was 0.00467% which increased by 0.001505 from 0.003165% proportion measured as of June 30, 2021. For the year ended December 31, 2022, the City Court recognized pension expense of \$41,321.

At December 31, 2022, the City Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Governmental activities</u>	
	<u>Deferred outflows</u>	<u>Deferred inflows</u>
Net difference between expected and actual experience	\$ 963	\$ -
Net difference between projected and actual earnings on pension plan investments	28,441	-
Change in assumption	6,420	-
Change in proportionate share from beginning net pension liability and deferred inflows and outflows	50,054	-
Change in proportion and differences between employer contributions and proportionate share of contributions	-	1,798
Employer contributions subsequent to the measurement date	<u>20,370</u>	<u>-</u>
Total	<u>\$ 106,248</u>	<u>\$ 1,798</u>

Deferred outflows of resources related to pensions of \$20,370 resulting from the Agency's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ended</u>	
12/31/2023	\$ 65,898
12/31/2024	5,877
12/31/2025	(7,193)
12/31/2026	19,498

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**Actuarial Methods and Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2022																					
Actuarial Cost Method	Entry Age Normal																					
Investment Rate of Return	7.25% per annum, net of investment expenses																					
Inflation Rate	2.3% per annum																					
Expected Remaining Service Lives	2 years																					
Mortality	<b>Non-disabled members</b> – The RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018. <b>Disabled members</b> – Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.																					
Termination, Disability, and Retirement	Termination, disability, and retirement assumptions were projected based on a five-year (2014-2018) experience study of the System’s members.																					
Salary Increases	Salary increases were projected based on a 2014-2018 experience study of the System’s members. The salary increase ranges for specific types of members are: <table><thead><tr><th></th><th>Lower</th><th>Upper</th></tr><tr><th><u>Member Type</u></th><th><u>Range</u></th><th><u>Range</u></th></tr></thead><tbody><tr><td>Regular</td><td>3.0%</td><td>12.8%</td></tr><tr><td>Judges</td><td>2.6%</td><td>5.1%</td></tr><tr><td>Corrections</td><td>3.6%</td><td>13.8%</td></tr><tr><td>Hazardous Duty</td><td>3.6%</td><td>13.8%</td></tr><tr><td>Wildlife</td><td>3.6%</td><td>13.8%</td></tr></tbody></table>		Lower	Upper	<u>Member Type</u>	<u>Range</u>	<u>Range</u>	Regular	3.0%	12.8%	Judges	2.6%	5.1%	Corrections	3.6%	13.8%	Hazardous Duty	3.6%	13.8%	Wildlife	3.6%	13.8%
	Lower	Upper																				
<u>Member Type</u>	<u>Range</u>	<u>Range</u>																				
Regular	3.0%	12.8%																				
Judges	2.6%	5.1%																				
Corrections	3.6%	13.8%																				
Hazardous Duty	3.6%	13.8%																				
Wildlife	3.6%	13.8%																				

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Cost of Living Adjustments

The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living raises. The projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantially automatic.

The long term expected rate of return on pension plan investments was determined using a building block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.3% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 8.34% for 2022. Best estimates of geometric real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Expected long-term Real Rate of Return</u>
Cash	0.39%
Domestic equity	4.57%
International equity	5.76%
Domestic Fixed Income	1.48%
International Fixed Income	5.04%
Alternative Investments	8.30%
Total Fund	5.91%

**Discount Rate:** The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that employer contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected

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rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity to Changes in Discount Rate:**

The following presents the net pension liability of the Court's proportionate share of the net pension liability using the discount rate of 7.25%, as well as what the Court's net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate as of June 30, 2022:

	<u>Changes in Discount Rate</u>		
	1% Decrease	Current Rate	1% Increase
	<u>6.25%</u>	<u>7.25%</u>	<u>8.25%</u>
Net Pension Liability	\$ 444,322	\$ 353,116	\$ 269,948

**Pension Plan Fiduciary Net Position:** Detailed information about the pension plan's fiduciary net position is available in the separately issued LASERS 2022 Comprehensive Annual Financial Report for the year ended June 30, at [www.lasersonline.org](http://www.lasersonline.org).

**Payables to the Pension Plan:** At December 31, 2022, the City Court had \$4,468 in payables to the Louisiana State Employees' Retirement System for the December 31, 2022 employee and employer legally required contributions.

**9. ON-BEHALF PAYMENTS FOR BENEFITS**

Government Accounting Standards Board (GASB) Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance* requires the City Court to report in the financial statements on-behalf salary and related benefit payments made by the City of Minden and Webster Parish Police Jury to City Court's employees. The basis for recognizing the revenue and expenditure payments is the actual contribution made by the City of Minden and Webster Parish Police Jury. The City Court is not legally responsible for retirement benefits. The Webster Parish Police Jury makes pension contributions for the qualified employees to the Parochial Employees' Retirement System of Louisiana. On-behalf

**CITY COURT OF MINDEN**

City of Minden  
Minden, LA

Financial Statements

As of and for the year ended December 31, 2022

payments are recorded as intergovernmental revenue and expenditures in the financial statements. On-behalf payments for the year ended December 31, 2022, were as follows:

City of Minden, Louisiana	\$ 59,091
Webster Parish Police Jury	<u>32,391</u>
	<u>\$ 91,482</u>

**10. LITIGATION AND CLAIMS**

The City Court was not involved in any litigation as of December 31, 2022, nor was it aware of any unasserted claims. The City Court is not a defendant in any litigation seeking damages from the City Court. The Judge estimates that any potential claims against the City Court would not materially affect the financial statements.

**11. RISK MANAGEMENT**

The City Court is at risk for liability and theft which are covered by commercial insurance. The City Court is responsible for the payment of premiums. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

**12. INTERFUND RECEIVABLES AND PAYABLES**

Interfund receivables and payables on December 31, 2022, were as follows:

Receivable	Payables	
	Judicial Building Fund	Civil Fund
General Fund	\$ 3,510	\$ -
Criminal Court Fund	-	4,302
	<u>\$ 3,510</u>	<u>\$ 4,302</u>

**CITY COURT OF MINDEN**

City of Minden

Minden, LA

Financial Statements

As of and for the year ended December 31, 2022

**13. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through September 8, 2023. This date represents the date the financial statements were available to be issued.

**14. NEW GASB STANDARD**

GASB Statement No. 87 – Leases. This statement addresses financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain leased assets and liabilities for leases that were classified as operating leases and recognized as inflows/outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The impact to the City Court resulted in an increase to lease assets and lease liabilities of \$21,809. There was no effect on City Court's beginning net position or fund balance.

**REQUIRED SUPPLEMENTARY INFORMATION**

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Budgetary Comparison Schedule- General Fund  
For the Year Ended December 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual (Cash Basis)</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Charges for services:				
Criminal fees	\$ 175,000	\$ 170,000	\$ 89,753	\$ (80,247)
Civil fees	160,000	150,000	224,900	74,900
Probation fees	-	-	8,312	8,312
Operating grants and contributions:				
Intergovernmental - on-behalf receipts	-	-	91,482	91,482
Miscellaneous	1,000	700	39	(661)
<b>TOTAL REVENUES</b>	<b>336,000</b>	<b>320,700</b>	<b>414,486</b>	<b>93,786</b>
<b>EXPENDITURES</b>				
Current:				
Judicial activities:				
Salaries and employee benefits	200,000	190,000	284,408	(94,408)
Travel, education and seminars	10,000	11,000	12,888	(1,888)
Office expense	20,000	22,000	12,483	9,517
Insurance	4,000	13,000	8,692	4,308
Professional fees	10,000	25,000	25,227	(227)
Telephone and internet	5,000	4,000	3,577	423
Witness fees	7,000	500	-	500
Library	8,000	8,000	7,714	286
Dues and subscriptions	2,500	2,500	2,594	(94)
Probation	1,000	550	-	550
Repairs and maintenance	-	4,000	1,823	2,177
Miscellaneous	1,000	550	-	550
<b>TOTAL EXPENDITURES</b>	<b>268,500</b>	<b>281,100</b>	<b>359,406</b>	<b>(78,306)</b>
Excess (deficiency) of revenues over expenditures	67,500	39,600	55,080	15,480
<b>FUND BALANCE - BEGINNING</b>	<b>8,000</b>	<b>8,000</b>	<b>19,436</b>	<b>11,436</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 75,500</b>	<b>\$ 47,600</b>	<b>\$ 74,516</b>	<b>\$ 26,916</b>

## CITY COURT OF MINDEN

City of Minden  
Minden, Louisiana

Budgetary Comparison Schedule- Judicial Building Fund  
For the Year Ended December 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual (Cash Basis)</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Charges for services:				
Judicial building fund fees	\$ 7,000	\$ 6,500	\$ 6,581	\$ 81
Interest income	25	25	7	(18)
TOTAL REVENUES	<u>7,025</u>	<u>6,525</u>	<u>6,588</u>	<u>63</u>
<b>EXPENDITURES</b>				
Current:				
Judicial activities:				
Office expense	-	-	7,020	(7,020)
Repairs and maintenance	<u>5,000</u>	<u>5,000</u>	<u>4,725</u>	<u>275</u>
TOTAL EXPENDITURES	<u>5,000</u>	<u>5,000</u>	<u>11,745</u>	<u>(6,745)</u>
Excess (deficiency) of revenues over expenditures	2,025	1,525	(5,157)	(6,682)
FUND BALANCE - BEGINNING	<u>16,041</u>	<u>16,041</u>	<u>9,985</u>	<u>(6,056)</u>
FUND BALANCE - ENDING	<u>\$ 18,066</u>	<u>\$ 17,566</u>	<u>\$ 4,828</u>	<u>\$ (12,738)</u>

**City Court of Minden**  
 City of Minden  
 Minden, Louisiana

Schedule of Proportionate Share of Net Pension Liability  
 December 31, 2022

Fiscal Year	Employer's Proportion of the Net Pension Liability	Employer's Proportionate Share of the Net Pension Liability	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
Louisiana State Employees' Retirement Systems					
2015	0.00459%	\$ 316,689	\$ 41,262	767.51%	62.70%
2016	0.00480%	376,922	85,283	441.97%	57.70%
2017	0.00493%	347,296	88,043	394.46%	62.50%
2018	0.00477%	325,788	88,793	366.91%	64.30%
2019	0.00475%	344,423	90,742	379.56%	62.90%
2020	0.00475%	332,446	76,367	435.33%	58.00%
2021	0.00317%	174,201	61,455	283.46%	72.80%
2022	0.00467%	353,116	85,668	412.19%	63.70%

Notes:

The amounts presented have a measurement date of June 30, 2022.

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

City Court of Minden  
 City of Minden  
 Minden, Louisiana

Schedule of Employer Contributions  
 December 31, 2022

Fiscal Year	Contractually Required Contribution	Contribution in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contribution as a Percentage of Covered Employee Payroll
Louisiana State Employees' Retirement Systems					
2015	\$ 33,303	\$ 33,303	\$ -	\$ 82,523	40.36%
2016	33,456	33,456	-	88,043	38.00%
2017	33,588	33,588	-	88,043	38.15%
2018	35,249	35,249	-	89,694	39.30%
2019	37,114	37,115	-	91,641	40.50%
2020	23,056	23,056	-	54,002	42.69%
2021	33,505	33,505	-	77,389	43.29%
2022	39,637	39,637	-	91,317	43.41%

Notes:

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

**City Court of Minden**  
**City of Minden**  
**Minden, Louisiana**

Notes to the Required Supplementary Information for Pensions  
December 31, 2022

**Changes in Assumptions**

The following schedule provides changes in assumptions and other inputs for Louisiana State Employees' Retirement System

Report Date Valuation Date	December 31, 2015 June 30, 2015	December 31, 2016 June 30, 2016	December 31, 2017 June 30, 2017	December 31, 2018 June 30, 2018	December 31, 2019 June 30, 2019	December 31, 2020 June 30, 2020	December 31, 2021 June 30, 2021	December 31, 2022 June 30, 2022
Investment Rate of Return	7.75% per annum	7.75% per annum	7.70% per annum	7.65% per annum	7.60% per annum	7.55% per annum	7.40% per annum	7.25% per annum
Inflation Rate	3% per annum	3% per annum	2.75% per annum	2.75% per annum	2.50% per annum	2.30% per annum	2.30% per annum	2.30% per annum
Mortality Non-disabled Active	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	Mortality rates based on the RP-2014 Healthy Mortality Table with mortality improvement projected using the MP-2018 Mortality Improvement Scale, applied on a fully generational basis	RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018	RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018	RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018
Mortality Non-disabled Retiree	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	RP-2000 Combined Healthy Mortality Table with mortality improvement projected to 2015	Mortality rates based on the RP-2014 Healthy Mortality Table with mortality improvement projected using the MP-2018 Mortality Improvement Scale, applied on a fully generational basis	RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018	RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018	RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018
Mortality Disabled	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table	RP-2000 Disabled Retiree Mortality Table
Termination, Disability, Retirement	Projected based on a five-year (2009-2013) experience study of the System's members	Projected based on a five-year (2009-2013) experience study of the System's members	Projected based on a five-year (2009-2013) experience study of the System's members	Projected based on a five-year (2009-2013) experience study of the System's members	Projected based on a five-year (2014-2018) experience study of the System's members	Projected based on a five-year (2014-2018) experience study of the System's members	Projected based on a five-year (2014-2018) experience study of the System's members	Projected based on a five-year (2014-2018) experience study of the System's members
Salary Increases	Regular 4.0% to 13.0% Judges 3.0% to 5.5% Corrections 3.6% to 14.5% Hazardous Duty 3.6% to 14.5% Wildlife 3.6% to 14.5%	Regular 4.0% to 13.0% Judges 3.0% to 5.5% Corrections 3.6% to 14.5% Hazardous Duty 3.6% to 14.5% Wildlife 3.6% to 14.5%	Regular 3.8% to 12.8% Judges 2.8% to 5.3% Corrections 3.4% to 14.3% Hazardous Duty 3.4% to 14.3% Wildlife 3.4% to 14.3%	Regular 3.8% to 12.8% Judges 2.8% to 5.3% Corrections 3.4% to 14.3% Hazardous Duty 3.4% to 14.3% Wildlife 3.4% to 14.3%	Regular 3.2% to 13.0% Judges 2.8% to 5.3% Corrections 3.8% to 14.0% Hazardous Duty 3.8% to 14.0% Wildlife 3.8% to 14.0%	Regular 3.0% to 12.8% Judges 2.6% to 5.1% Corrections 3.6% to 13.8% Hazardous Duty 3.6% to 13.8% Wildlife 3.6% to 13.8%	Regular 3.0% to 12.8% Judges 2.6% to 5.1% Corrections 3.6% to 13.8% Hazardous Duty 3.6% to 13.8% Wildlife 3.6% to 13.8%	Regular 3.0% to 12.8% Judges 2.6% to 5.1% Corrections 3.6% to 13.8% Hazardous Duty 3.6% to 13.8% Wildlife 3.6% to 13.8%

**Notes:**

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

**SUPPLEMENTARY INFORMATION**

**CITY COURT OF MINDEN**  
 City of Minden  
 Minden, LA

Schedule of Compensation, Reimbursements and Benefits Paid Agency Head  
 For the Year Ended December 31, 2022

Agency Head Name: Judge Charles S. Sentell, III

Purpose:

*Amounts paid by the City of Minden directly to the Judge:*

Salary	\$ 6,000
Payroll taxes	87
Benefits-Retirement	2,937

*Amounts paid by the Webster Parish Police Jury directly to the Judge:*

Salary	6,000
Payroll taxes	87
Benefits-Retirement	2,604

*Amounts paid by the City Court of Minden:*

Salary	91,317
Payroll taxes	1,324
Benefits-Retirement	39,813
Benefits-Insurance	2,894
Dues	1,235
Conferences	10,215

**CITY COURT OF MINDEN**  
 City of Minden  
 Minden, Louisiana

Justice System Funding Schedule - Receiving Entity  
 For the Year Ended December 31, 2022

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 6/30/2022</b>	<b>Second Six Month Period Ended 12/31/2022</b>
<b>Receipts From:</b>		
<i>City of Minden - Criminal fines -other</i>	\$ 48,622	\$ 48,322
<i>Louisiana Department of Public Safety</i>	163	100
<b>Subtotal Receipts</b>	<b>\$ 48,785</b>	<b>\$ 48,422</b>
<b>Ending Balance of Amounts Assessed but Not Received</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY COURT OF MINDEN**  
City of Minden  
Minden, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity  
For the Year Ended December 31, 2022

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 6/30/2022</b>	<b>Second Six Month Period Ended 12/31/2022</b>
<b>Beginning Balance of Amounts Collected</b>	<b>\$ 133,974</b>	<b>\$ 119,602</b>
<b>Add: Collections</b>		
Civil Fees	63,764	120,424
Criminal Court Costs/Fees	44,603	58,441
Criminal Fines - Contempt	3,036	3,455
Criminal Fines - Other	2,978	3,510
Restitution	558	1,359
Probation/Parole/Supervision Fees	200	500
Interest Earnings on Collected Balances	77	68
<b>Subtotal Collections</b>	<b>115,216</b>	<b>187,757</b>
<b>Less: Disbursements To Governments &amp; Nonprofits</b>		
Bossier Parish Sheriff's Office - Civil Fees	399	2,027
City of Minden - Criminal Court Costs/Fees	125	1,785
East Baton Rouge Parish Sheriff's Office - Civil Fees	230	274
Louisiana Commission on Law Enforcement - Criminal Court Costs/Fees	41	71
Louisiana State Treasurer - Civil Fees	5,086	10,162
Louisiana Supreme Court - Civil Fees	95	184
Louisiana Supreme Court - Criminal Court Costs/Fees	11	18
Louisiana Traumatic Head and Spinal Cord Injury Trust Fund-Act 654-1993 Legislative Session - Criminal Court Costs/Fees	105	180
Minden City Marshal - Civil Fees	12,103	12,933
Minden City Marshal - Criminal Court Costs/Fees	1,140	2,370
Minden City Marshal - Contempt	3,736	3,305
North Louisiana Criminalistics Laboratory Commission - Criminal Court Costs/Fees	1,110	1,620
Office of the City Constable, Baton Rouge - Civil Fees	30	-
Public Defender Office - Criminal Court Costs/Fees	2,105	2,720
Sheriff Bienville Parish - Civil Fees	489	953
Sheriff Caddo Parish - Civil Fees	404	3,909
Sheriff Claiborne Parish - Civil Fees	281	876
Sheriff DeSoto Parish - Civil Fees	-	59
Sheriff Jefferson Parish - Civil Fees	30	-
Sheriff Lafayette Parish - Civil Fees	-	81
Sheriff Lincoln Parish - Civil Fees	-	94
Sheriff Morehouse Parish - Civil Fees	-	43
Sheriff Natchitoches Parish - Civil Fees	-	23
Sheriff Rapides Parish - Civil Fees	40	-
Sheriff Red River Parish - Civil Fees	72	-
Sheriff Richland Parish - Civil Fees	124	-
Sheriff Sabine Parish - Civil Fees	35	50
Sheriff Vernon Parish - Civil Fees	-	22
Sheriff Washington Parish - Civil Fees	97	47
Sheriff Webster Parish - Civil Fees	300	65
Town of Sibley - Criminal Court Costs/Fees	200	-
Treasurer, State of LA-CMIS - Criminal Court Costs/Fees	114	162
Village of Dixie Inn - Criminal Court Costs/Fees	1,233	1,291

**CITY COURT OF MINDEN**  
 City of Minden  
 Minden, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity  
 For the Year Ended December 31, 2022

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 6/30/2022</b>	<b>Second Six Month Period Ended 12/31/2022</b>
Village of Dubberly - Criminal Court Costs/Fees	1,149	993
Ward 2 Marshal of Webster Parish - Civil Fees	102	105
Ware Youth Center - Criminal Court Costs/Fees	285	405
Webster Parish Police Jury - Criminal Court Costs/Fees	-	1,142
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	96,507	126,658
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Civil Fee Refunds	234	3,288
Bond Fee Refunds	60	-
Restitution Payments to Individuals	658	259
Other Disbursements to Individuals	858	307
<b>Subtotal Disbursements/Retainage</b>	<u>129,588</u>	<u>178,484</u>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained</b>	<u>\$ 119,602</u>	<u>\$ 128,875</u>
<b>Ending Balance of "Partial Payments" Collected but not Disbursed</b>	<u>-</u>	<u>-</u>
<b>Other Information:</b>		
Ending Balance of Total Amounts Assessed but not yet Collected	-	4,122
Total Waivers During the Fiscal Period	-	-

## **OTHER REPORTS**

**WISE, MARTIN & COLE, L.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

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MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditors' 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 Judge of the  
Minden City Court  
Minden, 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, major fund, and the aggregate remaining fund information of the Minden City Court, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City Court's basic financial statements, and have issued our report thereon dated September 8, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Minden City Court's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Minden City Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the City 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 in important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying Schedule of Current Year Audit Findings as item 2022-01 that we consider to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Minden City 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 determination of financial statement. 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 instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is reported in the accompanying Schedule of Current Year Audit Findings as items 2022-02 and 2022-03.

### **Minden City Court's Response to Findings**

The Minden City Court's response to the finding identified in our audit is described in the accompanying schedule of current year audit findings. The Court's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Minden City Court'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 City Court's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Although the intended purpose of these reports may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

*Wise Martin & Cole LLC*

Minden, Louisiana

September 8, 2023

**SCHEDULES FOR LOUISIANA LEGISLATIVE AUDITOR**

**CITY COURT OF MINDEN**  
City of Minden  
Minden, LA

Schedule of Prior Year Findings  
For the year ended December 31, 2022

**2021-01 Lack of segregation of duties**

Finding: The City Court lacks adequate segregation of duties regarding its accounting and reporting system to maintain a complete system of internal control.

Status: Not resolved, see 2022-01.

**2021-02 Late Filing**

Finding: The City Court failed to file annual report by deadline of June 30, 2022

Status: Not resolved, see 2022-02

**CITY COURT OF MINDEN**

City of Minden

Minden, LA

Schedule of Current Year Findings  
For the Year Ended December 31, 2022

**2022-01 Lack of segregation of duties**

**Origination date:** Fiscal year ended December 31, 2018

**Criteria:** Internal controls of financial activities should include segregation of duties which divides responsibilities among different employees to minimize or prevent errors, fraud, or conflicts of interest.

**Condition:** Due to the size of the office and the limited personnel, the City Court does not have adequate segregation of duties regarding its accounting and reporting system to maintain a complete system of internal control. The same person prepares disbursements, signs checks, collects payments, prepares deposits, records activity, and receives bank statements.

**Cause:** Small number of staff employe by Minden City Court.

**Effect:** Without proper segregation of duties over collections and disbursements, errors or irregularities could occur and not be detected.

**Recommendation:** Minden City Court should monitor the assignment of duties to implement checks and balances to mitigate this issue. Although it may not be practical to segregate duties due to limited personnel, the City Court should continue to be involved with oversight of the accounting function to minimize the risk from the lack of segregation of duties.

**Management's response:** We have two more employees so we are going to update our procedures and will have more checks and balances.

**2022-02 Late Filing**

**Origination date:** Fiscal year ended December 31, 2021

**Criteria:** Louisiana revised statute 24:513 requires the annual report of the City Court of Minden to be submitted to the Legislative Auditor no later than six months after the City Court's year end. The due date for the report with a December 31, 2022, year-end was June 30, 2023.

**CITY COURT OF MINDEN**

City of Minden

Minden, LA

Schedule of Current Year Findings  
For the Year Ended December 31, 2022

Condition: The City Court failed to file its 2022 annual report by the required deadline of June 30, 2023.

Cause: Unknown

Effect or potential effect: Audit was not able to be completed for submission by June 30, 2023, resulting in noncompliance with the requirements of Louisiana Revised Statute 24:513

Recommendation: We recommend that the City Court of Minden ensure that records are maintained to allow timely performance of annual reporting.

Management's response: We sent the documents in the first phase in March. The process got started in July for phase two and June 30 was the deadline. We will continue to try to maintain records for timely reporting in the future.

**2022-03 Budget Compliance**

Origination date: Fiscal year ended December 31, 2022

Criteria: Local Government Budget Act governs the budget process of the City Court.

Condition: Actual expenditures exceeded budgeted expenditures by more than 5% for both the General fund and Judicial Building fund.

Cause: The City Court did not appropriately monitor adoption and amendment of its budgets.

Effect or potential effect: The City Court was not in compliance with the Local Government Budget Act.

Recommendation: We recommend that the City Court of Minden monitor the adoption and amendment of its budgets as required by the Local Government Budget Act.

Management's response: We will now monitor this more closely as required by the Local Government Budget Act.

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

To the Minden City Court  
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) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 31, 2022. The Minden City Court's management is responsible for those C/C areas identified in the SAUPs.

The Minden City 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 LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. 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.  
*Exception: Written policy and procedures did not document the City court's budget policy or address specific procedures related to 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.  
*Exception: Written policy and procedures did not document the City Court's policy or address items (2) through (5).*

- c) **Disbursements**, including processing, reviewing, and approving.  
*Exception: Written policy and procedures did not document the City court's disbursement policy or address specific procedures related to processing, reviewing and approving disbursements.*
- 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).  
*Exception: Written policy and procedures did not document the City court's receipts/collections policy or address specific procedures related to receiving, recording, preparing deposits, and actions to determine the completeness of all collections for each type of revenue or agency fund additions.*
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee's rates of pay or approval and maintenance of pay rate schedules.  
*Exception: Written policy and procedures did not document the City court's payroll/personnel policy or address specific procedures related to payroll processing, reviewing and approving time and attendance records, including leave and overtime worked, or 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.  
*Exception: Written policy and procedures did not document the City court's contract policy or address procedures related to items (1) – (5).*
- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*Exception: Written policy and procedures did not document the City court's travel policy or address items (1) – (3).*
- h) **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).  
*Exception: Written policy and procedures did not document the City court's credit card policy or address items (4) – (5).*
- 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.  
*Exception: Written policy and procedures did not document the City court's ethics policy or address items (1) – (4).*
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*The City Court does not have debt; therefore, no policy or procedures were provided.*

- 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.

*Exception: No written policy and procedures were obtained which addressed information technology disaster recovery/business continuity and items (1) – (6).*

- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Exception: No specific policy or procedures of the Minden City Court were obtained.*

**Management response to all policy exceptions: All policies will be reviewed and will be written in more depth.**

### **Board or Finance Committee**

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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.
  - 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.
  - d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*The above procedures related to the board or finance committee do not apply. City Court is not required to hold open meetings and minutes of judiciary meetings are not public.*

### **Bank Reconciliation**

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

*Management provided us with a list of bank accounts and representation that the list is complete.*

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

*Exception: Of the five accounts tested, two of the accounts were not prepared within 2 months of the related statement's closing date.*

*Management response: We will work harder to get this done more timely.*

- 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

*Exception: Bank reconciliations did not include evidence that a member of management/Judge who does not handle cash, post ledgers, or issues checks has reviewed each bank reconciliation.*

*Management response: We will visit this and make sure a better system is in place.*

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

*Exception: There were outstanding items that were older than 12 months on the City Court's bank reconciliations. We noted no documentation reflecting that these items were researched to address in the bank reconciliations.*

*Management response: We will work to make sure we don't have any more outstanding items that are 12 months from the 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).

*Management provided us with the required list and representation that the listing 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:

*Management provided us with the required list and representation that the listing is complete.*

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

*Exception: City Court does not use cash drawers/registers; however, cash is kept in a safe that all employees have access to.*

*Management response: We will work to find a better solution.*

- 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.

*Exception: The employee responsible for collecting cash is also responsible for preparing/making deposit and no other employee is responsible for reconciling collection documentation to the deposit.*

*Management response: We have two new employees that we will use to help with this process.*

- 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 exception noted.*

- 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 verifies the reconciliation.

*No exception noted.*

- 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.

*All employees who have access to cash are covered by a bond or insurance policy for theft.*

- 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.

*Receipts are sequentially pre numbered.*

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

*Exception: One deposit did not agree to sequentially pre-numbered receipts provided.*

*Management response: We will work harder to make sure this doesn't happen again.*

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

*No exception 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).

*Exception: There was one cash collection site for all revenue sources. Nine deposits over \$100 were not made within one business day of collection.*

*Management response: We are working to make sure deposits are done in a more timely manner.*

- 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, and 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).

*Management provided us with the required list and representation that the listing is complete.*

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:

*Management provided us with the required list and representation that the listing is complete.*

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

*Not applicable - The Court does not utilize a requisition/purchase order system. Purchases receive advance approval through budgetary allocations, except when state law or policy require formal bids.*

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

*Exception: When processing payments to vendors, only one employee, the Administrator, is involved in the process.*

*Management response: We are going to change this so someone else is involved in the process.*

- 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: The Administrator is responsible for processing payments and is not prohibited from adding/modifying vendor files. The Judge reviews new vendors, however, there is no indication of approval.*

*Management response: We will review and have a new procedure put in place.*

- 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.

*Exception: The Administrator and Deputy Clerk sign/mail checks and both are responsible for processing payments.*

*Management response: We have two more employees that are going to help with this.*

- e) Only employees/officials authorized to sign checks approve the electronic disbursements (release of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means).

*No exceptions noted.*

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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

*Exception: 2 disbursements were not supported by an original itemized invoice or supporting documentation for the specific disbursement.*

*Management response: We will watch this more closely to make sure this doesn't happen again.*

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

*Exception: No invoices observed had any documentation of segregation of duties.*

*Management response: Will update procedures and watch more closely.*

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

*Exception: The Court's policy does not address specific procedures regarding approval of electronic disbursements and the number of authorized signers.*

*Management response: Will update policy to address this.*

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

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12. 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.

*Management provided us with a list of credit cards/debit cards/ fuel cards/p-cards and representation that the list is complete.*

13. 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.

*Exception: There was no evidence that monthly statements were reviewed or approved in writing by someone other than the authorized card holder.*

*Management response: We will watch more closely and have new procedures put in place.*

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

*No exceptions noted.*

14. Using the monthly statements or combined statements selected under #13 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.

**Exception:** There was no evidence that monthly statements were reviewed or approved in writing by someone other than the authorized card holder.

**Management response:** *We will match more closely and have new procedures put in place.*

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

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15. 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:

*Management provided us with the required list and representation that the list 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)).

*Three items selected appeared to be reimbursed at rates which were established by Supreme Court.*

**Exception:** *Documentation for two travel expenses selected could not be found by the client, and we were unable to determine whether reimbursed by per diem.*

**Management response:** *We will have new procedures put in place and be careful when filing away invoices.*

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

**Exception:** *Documentation for two travel expenses selected could not be found by the client.*

**Management response:** *We will have new procedures in place and watch closely.*

- 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).

*Three expenses selected were supported by documentation of business purpose and individuals participating.*

**Exception:** *Documentation for two travel expenses selected could not be found by the client.*

**Management response:** *We will have new procedures in place and watch closely.*

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

*Exception: Policy does not outline specific procedures for approval in travel policy. Documentation for two travel expenses selected could not be found by the client.*

*Management response: We will have new procedures in place and watch closely.*

### ***Contracts***

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16. 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:

*Management provided us with the required list and representation that the listing 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 requirement to bid in accordance with the Louisiana 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).

*Exception: Specific details regarding authority for contract approval not noted in in written policy. No formal approvals noted on transactions identified as contracts.*

*Management response: We will update our procedures and watch closely.*

- 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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17. 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.

*Management provided us with the required list and representation that the listing is complete.*

*Exception: Authorized salaries and rates of pay were not included within employee's personnel file.*

*Management response: We will make sure our personnel files are updated frequently.*

18. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #17 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.)

*Exception: Only part-time employees document their daily attendance. Full-time, salaried, employees do not document their daily attendance.*

*Management response: We will put written policy in place.*

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

*Exception: No evidence of documentation of approvals of schedules of attendance and leave provided.*

*Management response: We will put written policy in place.*

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

*Exception: Leave is not recorded. The City Court does not have cumulative leave records.*

*Management response: We will put written policy in place.*

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

*Exception: Rate of pay is not included within employee's personnel file.*

*Management response: Will make sure the file is updated and has everything in it.*

19. 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.

*Not applicable – no employees were eligible for termination payments during the fiscal period.*

20. 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.

*Management provided us with the required representation.*

### Ethics

21. Using the 5 randomly selected employees/officials from procedure #17 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.

*No exception noted.*

- 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.

*No exception noted.*

- 22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*No exception noted.*

### ***Debt Service***

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- 23. 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 State Bond Commission approval was obtained for each debt instrument issued.

*No debt was issued during the fiscal period.*

- 24. 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 – the City Court has no debt.*

### ***Fraud Notice***

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- 25. 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.

*Management provided us with the required list and representation that the listing is complete. There were no misappropriations reported.*

- 26. 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 exception noted.*

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

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- 27. 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 (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

*We performed the 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.*

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*No exceptions noted.*

### **Sexual Harassment**

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29. Using the 5 randomly selected employees/officials from procedure #17 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.

*Exception: One employee did not obtain at least one hour of sexual harassment training during the calendar year.*

*Management response: It was in the City's file.*

30. 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: Entity does not have a sexual harassment policy.*

*Management response: Will make the policy more conformed for our office.*

31. 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.

*Report dated on or before February 1. Observed that report includes all applicable requirements.*

We were engaged by Minden City Court 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 Minden City Court 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.

*Wise Martin & Cole, LLC*

Minden, Louisiana  
September 8, 2023