

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND  
TENSAS, LOUISIANA

*Component Unit Financial Statements*  
*For the Year Ended December 31, 2022*

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Honorable Judge Laurie Brister, Chief Judge  
Sixth Judicial District Court  
Parishes of East Carroll, Madison & Tensas, Louisiana

We have reviewed the accompanying financial statements of the governmental activities of the Sixth Judicial District Court, Judicial Expense Fund, a component unit of the East Carroll, Madison and Tensas Parish Police Juries, as of December 31, 2022, which collectively comprise the Court's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Court's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility 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; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

**Accountant's Responsibility**

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Services Committee of the AICPA, and the standards applicable to review engagements contained in the *Government Auditing Standards* issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Sixth Judicial District Court, Judicial Expense Fund and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

**Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

To the Honorable Judge Laurie Brister, Chief Judge  
Sixth Judicial District Court  
Parishes of East Carroll, Madison and Tensas, Louisiana

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a required 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. The information is the representation of management. We have not audited or reviewed such required supplementary information and, accordingly, we do not express an opinion, conclusion, nor provide any assurance on it.

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 and for placing the basic financial statements in an appropriate operational, economic or historical context.

### *Other Supplementary Information*

The other supplementary information is presented for purposes of additional analysis and also is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the other supplementary information and, accordingly, we do not express an opinion on such information.

## **Report on Agreed-Upon Procedures**

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated May 8, 2023, on the results of the agreed-upon procedures.

West Monroe, Louisiana  
May 8, 2023

*David M. Nard, CPA (PPAC)*

GOVERNMENT-WIDE FINANCIAL STATEMENTS

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

STATEMENT OF NET POSITION  
DECEMBER 31, 2022

<u>Assets</u>	<u>Governmental Activities</u>
Cash and Cash Equivalents	\$ 100,957
Certificate of Deposit	178,733
Accounts Receivable	<u>16,754</u>
Total Assets	<u>296,444</u>
 <u>Liabilities</u>	
Accounts Payable	24,628
Payroll Taxes Payable	<u>-</u>
Total Liabilities	<u>24,628</u>
 <u>Net Position</u>	
Net Position - Restricted	20,308
Net Position - Assigned	123,993
Net Position - Unrestricted	<u>127,515</u>
Total Net Position	<u><u>\$ 271,816</u></u>

The accompanying notes are an integral part of this financial statement.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2022

	Program Revenues				
Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position	
<b>Functional / Program Activities:</b>					
<b>Government Activities:</b>					
Judicial Expense Fund	\$ 52,953	\$ 48,316	\$ -	\$ -	\$ (4,637)
Child Support	112,374	-	-	-	(112,374)
Misdemeanor Probation	91,359	86,535	-	-	(4,824)
FINS Fund	51,704	-	50,520	-	(1,184)
Drug Court Fund	60,965	-	-	-	(60,965)
<b>Total Government Activities</b>	<b>\$ 369,355</b>	<b>\$ 134,851</b>	<b>\$ 50,520</b>	<b>\$ -</b>	<b>\$ (183,984)</b>
<b>General Revenues:</b>					
Intergovernmental					106,697
Drug Court Fees					60,303
Other					1,405
Interest					1,129
Total General Revenues					169,534
Changes in Net Position					(14,450)
NET POSITION - BEGINNING					286,266
NET POSITION - ENDING					\$ 271,816

The accompanying notes are an integral part of this financial statement.

FUND FINANCIAL STATEMENTS



SIXTH JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

BALANCE SHEET  
 GOVERNMENTAL FUNDS  
 DECEMBER 31, 2022

	General Fund	Child Support Fund	Misdemeanor Probation Fund	FINS Fund	Drug Court	Total Governmental Funds
<u>ASSETS</u>						
Cash and Cash Equivalents	\$ 2,374	\$ 62,462	\$ 19,677	\$ 8,101	\$ 8,343	\$ 100,957
Certificate of Deposit	128,702	50,031	-	-	-	178,733
Receivables	3,720	8,301	-	-	4,733	16,754
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 134,796</u>	<u>\$ 120,794</u>	<u>\$ 19,677</u>	<u>\$ 8,101</u>	<u>\$ 13,076</u>	<u>\$ 296,444</u>
<u>LIABILITIES AND FUND BALANCES</u>						
Liabilities						
Accounts Payable	\$ 7,281	\$ 16,478	\$ -	\$ -	\$ 869	\$ 24,628
Payroll Taxes Payable	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>7,281</u>	<u>16,478</u>	<u>-</u>	<u>-</u>	<u>869</u>	<u>24,628</u>
Fund Balances						
Restricted	-	-	-	8,101	12,207	20,308
Assigned	-	104,316	19,677	-	-	123,993
Unassigned	127,515	-	-	-	-	127,515
Total Fund Balances	<u>127,515</u>	<u>104,316</u>	<u>19,677</u>	<u>8,101</u>	<u>12,207</u>	<u>271,816</u>
<u>TOTAL LIABILITIES AND FUND BALANCES</u>	<u>\$ 134,796</u>	<u>\$ 120,794</u>	<u>\$ 19,677</u>	<u>\$ 8,101</u>	<u>\$ 13,076</u>	<u>\$ 296,444</u>

The accompanying notes are an integral part of this financial statement.

SIXTH JUDICIAL DISTRICT COURT  
 JUDICIAL EXPENSE FUND  
 PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2022

<u>Revenues</u>	<u>General Fund</u>	<u>Child Support</u>	<u>Misdemeanor Probation Fund</u>	<u>FINS Fund</u>	<u>Drug Court</u>	<u>Total Governmental Funds</u>
<u>State</u>						
Intergovernmental Revenues	\$ -	\$ 106,697	\$ -	\$ -	\$ -	\$ 106,697
Supreme Court Receipts	-	-	-	50,520	60,303	110,823
<u>Local</u>						
Fees, Charges, and Commissions for Services	48,316	-	-	-	-	48,316
Interest on Investments	282	788	48	11	-	1,129
Inmates on Probation	-	-	86,535	-	-	86,535
Miscellaneous	-	-	-	-	1,405	1,405
Drug Court Fees	-	-	-	-	-	-
Contributions	-	-	-	-	-	-
Total Revenues	<u>48,598</u>	<u>107,485</u>	<u>86,583</u>	<u>50,531</u>	<u>61,708</u>	<u>354,905</u>
<u>Expenditures</u>						
<u>Judicial:</u>						
Advertising	-	-	-	-	-	-
Continuing Education	-	-	-	-	-	-
Computer	-	2,889	-	-	-	2,889
Accounting Fees	1,000	1,600	-	-	-	2,600
Dues and Subscriptions	300	-	50	100	-	450
Miscellaneous	-	1,826	-	-	431	2,257
Insurance	-	3,689	2,780	-	-	6,469
Office	-	6,460	3,309	702	3,440	13,911
Payroll Expense	63,960	72,630	68,774	50,368	-	255,732
Professional Fees	-	-	-	750	47,109	47,859
Repairs & Maintenance	-	-	-	-	-	-
Office Supplies	-	3,037	6,290	-	-	9,327
Telephone and Internet	-	-	807	-	-	807
Travel	693	1,243	9,349	5,784	9,985	27,054
<u>Transfer to:</u>						
37th Judicial District Court Expense	-	14,000	-	-	-	14,000
Drug Court Fund	-	-	-	-	-	-
Child Support Fund	(14,000)	-	-	(6,000)	-	(20,000)
FINS	1,000	5,000	-	-	-	6,000
Probation Officer Salary	-	-	-	-	-	-
Total Expenditures	<u>52,953</u>	<u>112,374</u>	<u>91,359</u>	<u>51,704</u>	<u>60,965</u>	<u>369,355</u>
<u>Excess (Deficiency) of Revenues</u>						
<u>Over Expenditures</u>	(4,355)	(4,889)	(4,776)	(1,173)	743	(14,450)
<u>Fund Balance at Beginning of Year</u>						
	<u>131,870</u>	<u>109,205</u>	<u>24,453</u>	<u>9,274</u>	<u>11,464</u>	<u>286,266</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 127,515</u>	<u>\$ 104,316</u>	<u>\$ 19,677</u>	<u>\$ 8,101</u>	<u>\$ 12,207</u>	<u>\$ 271,816</u>

The accompanying notes are an integral part of this financial statement.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 1 - Historical Background

The Sixth Judicial District Court of Louisiana was established by Louisiana Revised Statutes 13:1996.38 and 46:236.5. The Judicial District Court shall have original jurisdiction of all civil and criminal matters, including felony cases involving title to immovable property, probate and succession matters, and other matters as provided by law. The Sixth Judicial District Court encompasses the parishes of East Carroll, Madison and Tensas, Louisiana.

Note 2 - Summary of Significant Accounting Policies

A. Basis of Accounting

The Judicial Expense Fund complies with accounting principles generally accepted in the United States of America (GAAP). GAAP includes all relevant Government Accounting Standards Board (GASB) pronouncements. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989 have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent sections of this note.

B. Reporting Entity

The accounting and reporting policies of the Sixth Judicial District Court, Judicial Expense Fund conform to accounting principles generally accepted in the United States of America as applicable to governments. Such accounting and reporting procedures also conform to the requirements of *Louisiana Municipal Audit and Accounting Guide*, the industry audit guide, *Audits of State and Local Governments*.

For financial reporting purposes, in conformity with the Governmental Accounting Standards Board (GASB), the Judicial Expense Fund and Child Support is a part of the Sixth Judicial District Court, a component of the Parishes of East Carroll, Madison and Tensas, Louisiana Police Jury judicial system. The financial reporting entity consists of (a) the primary government (Parishes of East Carroll, Madison and Tensas, Louisiana Police Juries), (b) organization of which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Parishes of East Carroll, Madison and Tensas, Louisiana Police Juries for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 2 - Summary of Significant Accounting Policies

B. Reporting Entity (Continued)

This criteria includes:

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

Because the Parishes of East Carroll, Madison and Tensas, Louisiana Police Juries provide for the operation and maintenance of the courtroom and office space of the Judges in its parish courthouses, the Sixth Judicial District Court was determined to be a component unit of the Parishes of East Carroll, Madison and Tensas, Louisiana Police Juries, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Sixth Judicial District Court and do not present information on the Parishes of East Carroll, Madison and Tensas, Louisiana Police Juries, the general government services provided by that governmental unit or the other governmental units that comprise the financial reporting entity.

C. Basis of Presentation

In June 1999, the GASB unanimously approved Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. Certain of the significant changes in the presentation of its funds financial information include a Management Discussion and Analysis (MD & A) section providing an analysis of the Judicial Expense Fund's overall financial position and results of operations and financial statements prepared using full accrual accounting for all Judicial Expense Fund's activities. These and other changes are reflected in the accompanying financial statements including the notes to the financial statements.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 2 - Summary of Significant Accounting Policies

D. Basic Financial Statements

*Government-wide financial statements* – The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

Equity Classifications – Equity is classified as net position and displayed in three components:

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

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

The funds of the Judicial Expense Fund are described as follows:

*General Fund* – The general fund is the general operating fund and accounts for all activities of the Judicial Expense Fund except those required to be accounted for in another fund.

*Special Revenue Fund* – Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditures for specified purposes. Included in special revenue funds are the Child Support Fund and Court Services Fund, which includes Misdemeanor Probation and FINS.

This report includes funds which are controlled by the Sixth Judicial District Court but determined to be a component unit of the Parishes of East Carroll, Madison and Tensas, Louisiana Police Jury. The Parishes of East Carroll, Madison and Tensas, Louisiana Police Jury has significant control over the Judicial Expense Fund in the area of necessary capital outlay. The Parishes of East Carroll, Madison and Tensas, Louisiana Police Jury would present this component unit in a discreet presentation format if it were included in their financial statements. The funds are administered by the Court Administrator.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 2 - Summary of Significant Accounting Policies (continued)

E. Measurement Focus and Basis of Accounting

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

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

E. Measurement Focus and Basis of Accounting (continued)

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

F. Budgets and Budgetary Accounting

The Louisiana Government Budget Act applies to the courts, but only as to judicial expense funds. Thus, the courts must prepare a budget document related to those funds. Criminal court funds are reported with the parish and must have budgets created by the parish authorities

G. Cash and Cash Equivalents

Cash includes amounts in non-interest bearing demand deposits and an interest-bearing certificate of deposit. The Judge considers the certificate of deposit as well as highly liquid debt instruments with an initial maturity of three months or less to be cash equivalents. Under state law, the Judge may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 2 - Summary of Significant Accounting Policies (continued)

H. Capital Assets

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 estimated fair market value at the date of donation. The Court maintains a threshold level of \$500 or more for capitalizing fixed assets. All capital assets, other than land, are depreciated using the straight-line method over their useful lives.

I. Vacation and Sick Leave

Employees receive from twelve to twenty days of vacation leave each year, depending on length of service and professional status. Sick leave is earned at the rate of twelve to twenty four days each year based on length of service, and employees may accumulate sick leave. Upon separation of service, employees are compensated for accumulated vacation leave up to a maximum of seventy hours, but are not compensated for sick leave. At December 31, 2022 employee leave benefits are not material to the financial statements.

J. Use of Estimates

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

K. Fund Balances

GASB Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

*Restricted Fund Balance* – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 2 - Summary of Significant Accounting Policies (continued)

K. Fund Balances (continued)

*Committed Fund Balance* – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolution of the Judge – the government’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Judge removes the specified use by taking the same type of action imposing the commitment.

This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned Fund Balance* – This classification reflects the amounts constrained by the Court’s “intent” to be used for specific purposes, but are neither restricted nor committed. The Judge and management have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed.

*Unassigned Fund Balance* – This fund balance is the residual classification for the general fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the Court’s policy to use externally restricted resources first, then unrestricted resources – committed, assigned and unassigned – in order as needed.

Note 3 - Cash and Cash Equivalents

*Custodial Credit Risk – Deposits.* The custodial credit risk is the risk that in the event of a bank failure, the Court’s deposits may not be returned to it. The Court’s policy to ensure there is no exposure to this risk is to require each financial institution to pledge its’ own securities to cover any amount in excess of Federal Depository Insurance Coverage. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Court that the fiscal agent bank has failed to pay deposited fund upon demand. Accordingly, the Court had no custodial credit risk related to its deposits at December 31, 2022. The court had cash and cash equivalents in demand deposits (including two certificates of deposit of \$178,733), totaling \$279,690 at December 31, 2022.



SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 3 - Cash and Cash Equivalents (continued)

These deposits are stated at cost, which approximates market. 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. Cash and cash equivalents (bank balances other than these backed by the U.S. government) at December 31, 2022, are secured, as follows:

Bank Balances	\$ <u>289,943</u>
FDIC Insurance	500,000
Pledged Securities (uncollateralized)	<u>369,087</u>
Total	<u>\$ 869,087</u>

Note 4 - Receivables

The Judicial Expense Fund receivables of \$16,754 at December 31, 2022, are as follows:

	<u>Total</u>	<u>Judicial Expense Fund</u>	<u>Child Support Fund</u>	<u>Probation Fund</u>	<u>Drug Court Fund</u>
Criminal and Civil Costs	<u>\$ 16,754</u>	<u>\$ 3,720</u>	<u>\$ 8,301</u>	<u>\$ -</u>	<u>\$ 4,733</u>

Note 5 - Litigation and Claims

There is no litigation pending against the Judicial Expense Fund at December 31, 2022.

Note 6- Changes in Capital Assets

A summary of changes in office furnishings and equipment is as follows:

Balance at December 31, 2021	\$ 116,751
Additions	-
Deletions	<u>-</u>
Balance at December 31, 2022	\$ 116,751
Less Accumulated Depreciation	<u>(\$ 116,751)</u>
Net Capital Assets	<u>\$ -</u>

Note 7- Pension Plan

The employees of the Sixth Judicial District Court are reported in the parochial retirement system through the Madison Parish Police Jury.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Note 8 - Grant Programs

Families in Need of Services (FINS)

The 6<sup>th</sup> Judicial District Court receives a grant for \$50,520 from the Supreme Court of the State of Louisiana for the operation of the FINS Program. The Court receives the money in monthly installments of \$4,280 from the state. The court uses the grant money to pay the expenditures of the FINS program and the salary for the FINS Officer.

Note 9 - Subsequent Events

Subsequent events have been evaluated through May 8, 2023 and it has been determined that the significant event has occurred for disclosure. May 8, 2023 is the date that the financial statements are available to be issued.

REQUIRED SUPPLEMENTAL INFORMATION

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

BUDGETARY COMPARISON SCHEUDLE  
GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues (Inflows):</u>				
Intergovernmental - State Funds	\$ -	\$ -	\$ -	\$ -
Fees, Charges & Commissions for Services	44,000	49,425	48,316	(1,109)
Interest Earned	2	4	282	278
Total Revenues	<u>44,002</u>	<u>49,429</u>	<u>48,598</u>	<u>(831)</u>
<u>Expenditures (Outflows):</u>				
Personal Services	102,000	60,200	63,960	(3,760)
Operating Services	2,000	2,300	1,300	1,000
Materials & Supplies	-	-	-	-
Travel & Other Charges	3,500	1,000	693	307
Total Expenditures	<u>107,500</u>	<u>63,500</u>	<u>65,953</u>	<u>(2,453)</u>
<u>Excess (Deficiency) of Revenues Over</u>				
<u>Expenditures</u>	(63,498)	(14,071)	(17,355)	(3,284)
<u>Net Change in Fund Balance</u>				
	(63,498)	(14,071)	(17,355)	(3,284)
Transfers In (Out)	62,000	14,000	13,000	(1,000)
Fund Balance at Beginning of Year	<u>131,870</u>	<u>131,870</u>	<u>131,870</u>	<u>-</u>
<u>FUND BALANCE (DEFICIT)</u>				
<u>AT END OF YEAR</u>	<u>\$ 130,372</u>	<u>\$ 131,799</u>	<u>\$ 127,515</u>	<u>\$ (3,284)</u>

The accompanying notes are an integral part of this financial statement.

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

NOTES TO BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED DECEMBER 31, 2022

A proposed budget, prepared on the modified accrual basis of accounting, is posted at the courthouse at least ten days prior to the public hearing. A public hearing is held at the Sixth Judicial District Court – Judicial Expense Fund’s office during the month of December for comments from citizens. The budget is then legally adopted by the district and amended during the year, as necessary. The budget is established and controlled by the district at the object level of expenditure. Appropriations lapse at year end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and subsequent amendments.

OTHER SUPPLEMENTARY INFORMATION

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF TENSAS, MADISON AND EAST CARROLL, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO  
AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
FOR THE YEAR ENDED DECEMBER 31, 2022

	Laurie Brister Chief Judge	Angela Claxton Judge
<i>Purpose:</i>		
Professional Liability Insurance	-	-
Travel and Mileage Reimbursements	-	-
 Total	\$ -	\$ -

SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY  
FOR THE YEAR ENDED DECEMBER 31, 2022

	First Six Month Period Ended 06/30/2022	Second Six Month Period Ended 12/31/2022
Collections		
Probation Fees Collected from Individuals	42,118	44,242
Total Collections	42,118	44,242
Disbursements to Governments		
Sixth Judicial District Court	42,118	44,242
Total Disbursements	42,118	44,242
Ending Balance of Amounts Collected but not Disbursed	\$ -	\$ -



SIXTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY  
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>First Six Month Period Ended 06/30/2022</u>	<u>Second Six Month Period Ended 12/31/2022</u>
Receipts From:		
Louisiana Supreme Court, Child Support Reimbursement	\$ 52,225	\$ 62,947
East Carroll Parish Clerk, Civil Court Costs	555	855
East Carroll Parish Sheriff, Criminal Court Costs/Fees	6,894	4,436
Madison Parish Clerk, Civil Court Costs	1,728	1,680
Madison Parish Sheriff, Criminal Court Costs/Fees	11,942	11,834
Tensas Parish Clerk, Civil Court Costs	1,377	944
Tensas Parish Sheriff, Criminal Court Costs/Fees	3,523	3,318
 Total Receipts	<u>\$ 78,244</u>	<u>\$ 86,014</u>
 Ending Balance of Amounts Assessed But Not Received	<u>\$ -</u>	<u>\$ -</u>

COMPLIANCE REPORTING

INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES

To The Honorable Laurie Brister, Chief Judge of the Sixth Judicial District Court and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Sixth Judicial Court, Judicial Expense Fund and the Louisiana Legislative Auditor (the specified parties), on the Court's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Court's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

*Public Bid Law*

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

No expenditures were made during the year for materials and supplies exceeding \$30,000, and no expenditures were made for public works exceeding \$250,000.

*Code of Ethics for Public Officials and Public Employees*

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided me with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided me with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of Judges, employees, and Judges' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of Judges, employees, and Judges' and employees' immediate families appeared as vendors on the list of disbursements.

### *Budgeting*

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget. Management represented that there were no amendments to the budget during the year.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

I traced adoption of the original budget to documentation of the meeting of the Court's Judges held on December 15, 2021. Management represented that there was one amendment to each fund to the budget during the year.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were slightly less than budgeted revenues. Expenditures for the year did exceed budgeted amounts by more than 5%.

### *Accounting and Reporting*

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- (a) Report whether the six disbursements agree to the amount and the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

- (b) Report whether the six disbursements were coded to the correct fund and general ledger account.

All of the disbursements were properly coded to the correct fund and general ledger account.

- (c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

The Court's policies and procedures state that the Chief Judge must approve all disbursements. Documentation supporting each of the six selected disbursements included the signature of the chairman of the Chief Judge. In addition, approval for each of the disbursements was traced to the Chief Judge's approval.

### *Meetings*

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

There were only two Judges on the bench during 2022 and meetings were held but no minutes were taken.

*Debt*

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We scanned copies of all bank deposit slips for the fiscal year, and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

*Advances and Bonuses*

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

*State Audit Law*

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Court's report was submitted timely.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Management represented that the Court entered into no contracts during the fiscal year that was subject to the public bid law.

*Prior-Year Comments*

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

The prior year report, dated June 13, 2022, did not include suggestions, exceptions, recommendations, and comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Court's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Court's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

West Monroe, Louisiana  
May 8, 2023

*David M. Nault, CPA (PPAC)*

SIXTH JUDICIAL DISTRICT COURT  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Section I - Financial Statement Findings

No findings were reported under this section.

SIXTH JUDICIAL DISTRICT COURT  
PARISHES OF EAST CARROLL, MADISON AND TENSAS, LOUISIANA  
SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2022

Section I - Financial Statement Findings

No findings were reported in this section.

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

\_\_\_\_\_ (Date Transmitted)

David M. Harit, CPA (APAC)

PQ Box 1332

West Monroe, LA 71294

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2022 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [ X ] No [ ] N/A [ ]

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [ X ] No [ ] N/A [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes [ X ] No [ ] N/A [ ]

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [ X ] No [ ] N/A [ ]

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [ X ] No [ ] N/A [ ]

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [ X ] No [ ] N/A [ ]

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2), and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [ X ] No [ ] N/A [ ]

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [ X ] No [ ] N/A [ ]



We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements

Yes  No  N/A

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes  No  N/A

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes  No  N/A

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:139, and AG Opinion 79-729.

Yes  No  N/A

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments. **Not Applicable**

Yes  No  N/A

**General**

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No  N/A

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes  No  N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes  No  N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes  No  N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes  No  N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes  No  N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes  No  N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes  No  N/A

The previous responses have been made to the best of our belief and knowledge:

Laune R. Bonster Chief Judge 4/10/2013 Date  
Laune R. Bonster