

**TWENTY-SIXTH JUDICIAL  
DISTRICT COURT  
JUDICIAL EXPENSE FUND  
Bossier and Webster Parishes  
State of Louisiana**

**ANNUAL FINANCIAL REPORT**

**DECEMBER 31, 2018**

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana  
 Annual Financial Report  
 Year Ended December 31, 2018

TABLE OF CONTENTS

	<u>Statement</u>	<u>Page</u>
INDEPENDENT AUDITORS' REPORT		1
REQUIRED SUPPLEMENTARY INFORMATION (PART I)		
Management's Discussion and Analysis		5
BASIC FINANCIAL STATEMENTS		
<i>Government-wide Financial Statements</i>		
Statement of Net Position	A	10
Statement of Activities	B	11
<i>Fund Financial Statements</i>		
Balance Sheet – Governmental Funds	C	12
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	D	13
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	E	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	F	15
Notes to Basic Financial Statements		16
	<u>Schedules</u>	
REQUIRED SUPPLEMENTARY INFORMATION (PART II)		
Budgetary Comparison Schedule – General Fund	1	29
Notes to Required Supplementary Information on Budgetary Accounting and Control		31
SUPPLEMENTARY INFORMATION		
Schedule of Compensation, Benefits and Other Payments to Agency Head	2	33

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana  
Annual Financial Report  
Year Ended December 31, 2018

TABLE OF CONTENTS

	<u>Page</u>
OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS	
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 <i>Government Auditing Standards</i>	35
OTHER INFORMATION	
Schedule of Current Year Findings	38
Schedule of Prior Year Findings	39

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**INDEPENDENT AUDITORS' REPORT**

The Honorable Judges of the Twenty-Sixth  
Judicial District Court – Judicial Expense Fund  
Bossier and Webster Parishes, Louisiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Twenty-Sixth Judicial District Court - Judicial Expense Fund as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the fund's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

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

**Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the fund's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the fund's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Twenty-Sixth Judicial District Court - Judicial Expense Fund as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's *discussion and analysis and budgetary comparison information on pages 5-8 and on pages 29-30* be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary and Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Twenty-Sixth Judicial District Court – Judicial Expense Fund's basic financial statements. The supplementary information, and the other information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of compensation, benefits and other payments to agency head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head is fairly stated in all material respects in relation to the basic financial statements as a whole.

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

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

In accordance with *Government Auditing Standards*, we have also issued a report dated June 28, 2019, on our consideration of the Twenty-Sixth Judicial District Court - Judicial Expense Fund'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 Twenty-Sixth Judicial District Court - Judicial Expense Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Twenty-Sixth Judicial District Court - Judicial Expense Fund's internal control over financial reporting and compliance.

W. Martin & Cole LLC

Minden, Louisiana

June 28, 2019

**REQUIRED SUPPLEMENTARY INFORMATION (PART I)**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

TWENTY-SIXTH JUDICIAL DISTRICT COURT  
BOSSIER AND WEBSTER PARISHES

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Twenty-Sixth Judicial District Court - Judicial Expense Fund (JEF) provides an overview of the JEF's financial activities for the year ended December 31, 2018, in an easily readable analysis.

### FINANCIAL HIGHLIGHTS

- The assets of the JEF exceeded its liabilities at the close of 2018 by \$1,941,964.
- The General fund's total fund revenues were \$206,110 in 2018, an increase of 9.5% over last year's revenues of \$188,286.
- The Child Support fund's (CSF) total fund revenues were \$607,838 in 2018, an increase of 4.1% over last year's revenues of \$583,696.
- During the year ended December 31, 2018, the governmental funds, JEF and CSF had total expenses of \$293,697 and \$340,140, respectively.

### USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 10 & 11) provide information about the activities of the JEF as a whole and present a longer-term view of the JEF's finances. Fund financial statements tell how governmental activities were financed in the short term as well as what remains for future spending. Fund financial statements also report the JEF's operations in more detail than the government-wide statements by also providing information about all of the JEF's governmental funds.

These financial statements consist of three sections: Management's Discussion and Analysis, the basic financial statements (including the notes to the financial statements), and required supplementary information.

### Reporting the Twenty-Sixth Judicial District Court - Judicial Expense Fund as a Whole

#### The Statement of Net Position and the Statement of Activities

Our analysis of the JEF as a whole begins on page 10. One of the most important questions asked about the JEF's finances is, "Is the JEF as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the JEF as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting* which is similar to the format used by most private-sector businesses. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the JEF's *net position* and changes in them. One could think of the JEF's net position — the difference between assets, liabilities and deferred inflows/outflows — as one way to measure the JEF's financial health or *financial position*. Over time, *increases* and *decreases* in the JEF's

net position are one indicator of whether its *financial health* is improving or deteriorating. One needs to consider other non-financial factors, however, such as changes in the number of cases handled by the District Court as well as the number of judgeships approved by the State Legislature and the State's economic condition, to assess the overall health of the JEF.

Currently, the JEF has only governmental activities that provide for personnel, equipment, supplies, and other costs related to the proper administration of the District Court. Primarily, court costs, fines, and fees finance these activities.

## Reporting the Funds of the Twenty-Sixth Judicial District Court - Judicial Expense Fund

### Fund Financial Statements

Our analysis of the major funds maintained by the JEF begins on page 12. The fund financial statements provide detailed information about the specific activities of the significant funds maintained by the JEF - not the JEF as a whole. In addition to the General fund, a separate fund may be established to satisfy managerial control over resources or to satisfy finance-related legal requirements established by external parties or governmental statutes or regulations. The JEF's *governmental funds* use the following accounting approach:

Governmental funds — All of the JEF's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using the *modified accrual* accounting method, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the JEF's general government operations and the expenses paid from those funds. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the JEF's programs. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation following the fund financial statements.

### THE TWENTY-SIXTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND AS A WHOLE

The JEF's total net position changed from a year ago, increasing from \$1,765,219 to \$1,941,964. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the JEF's governmental activities.

**Table 1 - Net Position**

	<u>2018</u>	<u>2017</u>
Current and other assets	\$ 1,960,710	\$ 1,768,844
Capital assets	<u>20,618</u>	<u>28,195</u>
Total assets	<u>1,981,328</u>	<u>1,797,039</u>
Current liabilities	<u>39,364</u>	<u>31,820</u>
Total liabilities	<u>39,364</u>	<u>31,820</u>
Net position:		
Invested in capital assets	20,618	28,195
Unrestricted	<u>1,921,346</u>	<u>1,737,024</u>
Total net position	<u>\$ 1,941,964</u>	<u>\$ 1,765,219</u>

Net position of the JEF’s governmental activities increased overall by \$176,745. Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements – increased by \$184,322.

**Table 2 - Changes in Net Position**

	<u>2018</u>	<u>2017</u>
Revenues:		
Program revenues		
Charges for services	\$ 750,985	\$ 710,208
Operating grants/contributions	45,375	46,598
General revenues		
Interest earned	<u>17,588</u>	<u>15,177</u>
Total revenues	<u>813,948</u>	<u>771,983</u>
Expenses:		
Judicial expense	295,830	294,730
Child support	<u>341,373</u>	<u>366,700</u>
Total expenses	<u>637,203</u>	<u>661,430</u>
Increase (decrease) in net position	176,745	110,553
Net position, beginning	<u>1,765,219</u>	<u>1,654,666</u>
Net position, ending	<u>\$ 1,941,964</u>	<u>\$ 1,765,219</u>

Total revenues were higher in 2018 compared to last year. The JEF collections of judicial fees and forfeited bonds was approximately \$16,600 more than amounts received last year. Collections of fees assessed against persons owing child support increased by approximately \$24,000 this year.

Overall expenses of operating the court covered with the Judicial Expense and Child Support funds, were \$24,000 less than last year, mainly due to reduction of personnel needed to operate the FINS program due to a decline in numbers of participants in the FINS program.

**THE JEF’s FUNDS**

The focus of the District’s governmental funds is to provide information on near-term inflow, outflows and balances of spendable resources. Such information is useful in assessing the District’s financing requirements. In particular, unreserved fund balance may serve as a useful measure of a District’s net resources available for spending at the end of the fiscal year.

Judicial Expense Fund (JEF) revenues for this year were \$18,000 higher over last year’s revenues. There was an increase in fines collected for 2018. The expenditures of the JEF were comparable to prior year.

As mentioned earlier, the Child Support Fund (CSF) reported approximately \$24,000 more collections of fees assessed against persons owing child support compared to prior year. Overall expenditures for court operations covered by the CSF were \$26,000 less this year with reductions in costs to operate the FINS program.

**General Fund Budgetary Highlights**

The District Court adopted a budget for its General fund and each special revenue fund for the year ended December 31, 2018. During the year, one amendment was made to the General fund budget. The amendment was made to decrease transfers projected to come from the Child Support fund. The budgetary comparison is presented as required supplementary information and shown on pages 28-29.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At the end of December 31, 2018, the JEF had invested \$20,618 in capital assets.

**Table 3**  
**Capital Assets at Year End**  
**(Net of Depreciation)**

	<u>Governmental activities</u>	
	<u>2018</u>	<u>2017</u>
Furniture and fixtures	\$ 4,621	\$ 4,621
Equipment and software	<u>370,207</u>	<u>370,207</u>
Total capital assets	374,828	374,828
Less: accumulated depreciation	<u>(354,210)</u>	<u>(346,633)</u>
Net capital assets	<u>\$ 20,618</u>	<u>\$ 28,195</u>

During the year, there were no capital assets acquired while depreciation for the year ended December 31, 2018, totaled \$7,577. More detailed information about the capital assets is presented in Note E to the financial statements.

### DEBT

At December 31, 2018, the JEF had no outstanding bonded debt. More detailed information about the long-term obligations of the JEF is presented in Note F to the financial statements.

### ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The JEF's management considered many factors when setting a fiscal year December 31, 2019 budget. Court operations are funded extensively by the Parishes of Bossier and Webster. The most important factors affecting the budget are projected revenue from court costs, fines and fees. The 2019 fiscal budget was set for total projected revenues of \$195,200 and \$475,000 for JEF and Support Enforcement, respectively. Total projected expenditures for each program/function is equivalent to its projected revenues.

### CONTACTING THE TWENTY-SIXTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens and taxpayers with a general overview of the JEF's finances for those funds maintained by the JEF and to show the JEF's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Melissa Fox, Court Administrator at P.O. Box 310, Benton, Louisiana 71006.

## BASIC FINANCIAL STATEMENTS

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Statement of Net Position  
 December 31, 2018

	Governmental Activities
<b>ASSETS</b>	
Cash	\$ 385,559
Investments	1,411,878
Receivable from other governments	105,126
Advance to other government	45,000
Prepaid items	13,147
Capital assets, net of depreciation	20,618
<b>TOTAL ASSETS</b>	<b>1,981,328</b>
 <b>TOTAL LIABILITIES</b>	
Accounts payable	39,364
<b>TOTAL LIABILITIES</b>	<b>39,364</b>
 <b>NET POSITION</b>	
Net investment in capital assets	20,618
Unrestricted	1,921,346
<b>TOTAL NET POSITION</b>	<b>\$ 1,941,964</b>

The accompanying notes are an integral part of this statement.



**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Balance Sheet - Governmental Funds  
 December 31, 2018

	<u>Judicial Expense Fund</u>	<u>Child Support Fund</u>	<u>Totals Governmental Funds</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 329,665	\$ 55,894	\$ 385,559
Investments	1,411,878	-	1,411,878
Receivable from other governments	<u>7,791</u>	<u>97,335</u>	<u>105,126</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 1,749,334</u></u>	<u><u>\$ 153,229</u></u>	<u><u>\$ 1,902,563</u></u>
<b>LIABILITIES</b>			
Accounts payable	<u>\$ 19,245</u>	<u>\$ 20,119</u>	<u>\$ 39,364</u>
<b>TOTAL LIABILITIES</b>	<u>19,245</u>	<u>20,119</u>	<u>39,364</u>
<b>FUND BALANCES</b>			
Assigned	-	133,110	133,110
Unassigned	<u>1,730,089</u>	<u>-</u>	<u>1,730,089</u>
<b>TOTAL FUND BALANCES</b>	<u>1,730,089</u>	<u>-</u>	<u>1,863,199</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u><u>\$ 1,749,334</u></u>	<u><u>\$ 20,119</u></u>	<u><u>\$ 1,902,563</u></u>

The accompanying notes are an integral part of this statement.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Reconciliation of the Governmental Funds Balance Sheet  
 to the Statement of Net Position  
 December 31, 2018

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balances, Total Governmental Funds (Statement C)	\$ 1,863,199
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	20,618
Prepayments of some expenses are reported on the Statement of Net Position, however, prepayments are recognized as expenditures in the governmental funds	13,147
Advance to the Twenty-sixth Judicial District - Drug Court is reported in governmental activities, however, is not a financial resource, and therefore, not reported in the governmental funds	<u>45,000</u>
Net Position of Governmental Activities (Statement A)	<u>\$ 1,941,964</u>

The accompanying notes are an integral part of this statement.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Statement of Revenues, Expenditures and  
 Changes in Fund Balances - Governmental Funds  
 Year Ended December 31, 2018

	Judicial expense fund	Child support fund	Total governmental funds
REVENUES			
Fees and fines	\$ 143,175	\$ 607,810	\$ 750,985
Investment earnings	17,560	28	17,588
Intergovernmental grants	40,212	-	40,212
Other income	5,163	-	5,163
<b>TOTAL REVENUES</b>	<u>206,110</u>	<u>607,838</u>	<u>813,948</u>
EXPENDITURES			
Current:			
General government			
Personnel service & benefits	174,906	219,194	394,100
Travel, seminars, & conferences	17,309	16,913	34,222
Operating services	75,279	76,416	151,695
Professional services	6,375	6,375	12,750
Books & publications	19,828	21,242	41,070
<b>TOTAL EXPENDITURES</b>	<u>293,697</u>	<u>340,140</u>	<u>633,837</u>
Excess (deficiency) of revenues over expenditures	(87,587)	267,698	180,111
OTHER FINANCING SOURCES (USES)			
Operating transfers in	222,839	-	222,839
Operating transfers out	-	(222,839)	(222,839)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>222,839</u>	<u>(222,839)</u>	<u>-</u>
Net change in fund balances	135,252	44,859	180,111
Fund balances - beginning	<u>1,594,837</u>	<u>88,251</u>	<u>1,683,088</u>
Fund balances - ending	<u>\$ 1,730,089</u>	<u>\$ 133,110</u>	<u>\$ 1,863,199</u>

The accompanying notes are an integral part of this statement.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Reconciliation of the Statement of Revenues, Expenditures and  
 Changes in Fund Balances of Governmental Funds  
 to the Statement of Activities  
 December 31, 2018

Amounts reported for government activities in the Statement of  
 Activities are different because:

Net change in fund balances - total governmental funds (Statement E)	\$ 180,111
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlays in the current period.	(7,577)
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Expenses reported in the Statement of Activities that do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	<u>4,211</u>
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Change in net position of governmental activities (Statement B)	<u>\$ 176,745</u>
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The accompanying notes are an integral part of this statement.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**INTRODUCTION**

The Twenty-Sixth Judicial District Court - Judicial Expense Fund was established under Louisiana Revised Statutes 13:996.50, which provides for a separate fund for the receipt and disbursement of designated court fines, costs or forfeitures imposed under the law. The Judicial Expense fund is administered by the judges, en banc, of the Twenty-Sixth Judicial District. The monies of the Twenty-Sixth Judicial District Court – Judicial Expense fund may be expended for those expenditures deemed necessary for the proper operation of the court, including necessary personnel, law library costs, court equipment and supplies, and travel expenses and fees incurred by any judge or clerk to attend seminars or conferences. No salaries may be paid to any of the judges of the Twenty-sixth Judicial District from the Judicial Expense fund.

The accounting and reporting policies of the Twenty-Sixth Judicial District Court - Judicial Expense Fund conform to generally accepted accounting principles as applicable to governmental entities.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the Twenty-Sixth Judicial District Court - Judicial Expense Fund (JEF) have been prepared in conformity with generally accepted accounting principles (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**

Governmental Accounting Standards Board (GASB) Statements establish criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. The basic criterion for including a potential component unit within the reporting entity is financial accountability. Oversight responsibility is determined on the basis of appointment of governing body, ability to significantly influence operations, accountability for fiscal matters, and the nature and significance of an organization's relationship with the primary government.

Based on consideration of the foregoing criteria, the Twenty-sixth Judicial District Court is deemed to be a separate reporting entity. These financial statements include only information pertaining to the transactions of the Twenty-Sixth Judicial District Court - Judicial Expense Fund. Certain units of the local government over which the Court exercises no oversight responsibility, such as the Bossier and Webster Parish Police Juries, other independently elected officials, and municipalities within the parish

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from that of the Court.

**C. BASIC FINANCIAL STATEMENTS**

*Government-wide Financial Statements* – The JEF’s basic financial statements include both government-wide (reporting the funds maintained by the JEF as a whole) and fund financial statements (reporting the JEF’s major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. All of the JEF’s activities are categorized as governmental activities. The JEF does not have any business-type activities.

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

The JEF’s net position is reported in two parts - invested in capital assets, net of related debt and unrestricted net position.

Fiduciary funds are excluded from the government-wide financial statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Program revenues include 1) charges for services provided 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 costs of the function to be financed from the District’s general revenues. Charges for services are primarily derived from the fines and fees collected from government agencies. Operating grants and contributions consist of grants from various government agencies, and expense reimbursements from judges. Interest income and other items not properly included among program revenues are reported instead as general revenues.

*Allocation of indirect expense* - Indirect expenses not allocated to functions are reported separately in the Statement of Activities. The District reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is specifically identified by function and is included as a direct expense of each function.

This government-wide focus is on the sustainability of the JEF as an entity and the change in the JEF’s net position resulting from the current year’s activities.

*Fund Financial Statements* – The financial transactions of the JEF are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

accounts that comprise its assets, liabilities, deferred inflows/outflows, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

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

- *General Fund* – The general fund is the general operating fund and accounts for all activities of the JEF except those required to be accounted for in another fund.
- *Child Support Fund* – This fund accounts for the fees assessed against persons owing child support to fund the administrative costs of the court system engaged in establishing or enforcing a support obligation.

**D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

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

*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 financial 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.

*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, liabilities, and deferred outflows/inflows 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 that the amount of a transaction can be determined, and “available” means that an

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Notes to the Financial Statements  
 December 31, 2018

amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The JEF considers revenues to be available if they are collected within 30 days of the end of the year. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

*Revenues* - Revenues include fines, bonds forfeited, civil fees, probate fees, and adoption fees imposed by the District courts and are recorded in the year they are collected by the District courts within the judicial district. Child support fees represent a 5% surcharge on child support payments collected within the Twenty-Sixth Judicial District and are reported when the income is available.

Interest earned on investments is recorded when the investments have matured and the income is available. Substantially all other revenues are recorded when received.

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

**E. BUDGETS AND BUDGETARY ACCOUNTING**

Annually, the Judges prepare a budget for the JEF on the cash basis of accounting. The authority to amend the budget is reserved by the Judges. Formal budget integration (in the accounting records) is employed as a management control device during the year. Appropriations lapse at year-end. Encumbrance accounting is not used by the JEF.

For the year ended December 31, 2018, the Judges adopted budgets for the JEF and Child Support Fund (CSF). The revenues and expenditures shown on page 14 are reconciled with the amounts reflected on the budget comparison on pages 28 & 29 as follows:

	<b>Judicial expense fund</b>	<b>Child support fund</b>
Excess of revenues over expenditures, GAAP basis	\$ 135,252	\$ 44,859
To adjust for receivables	2,203	(48,306)
To adjust for payables	4,550	1,716
To adjust for payroll liabilities	_____ -	_____ 382
Excess (deficiency) of revenues over expenditures, Budget – Cash basis	\$ <u>142,005</u>	\$ <u>(1,349)</u>

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Notes to the Financial Statements  
 December 31, 2018

<u>Excess of expenditures over appropriations</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Child Support fund	\$ <u>335,000</u>	\$ <u>338,041</u>	\$ <u>(3,041)</u>

**F. CASH AND CASH EQUIVALENTS**

Cash includes all 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. Cash and cash equivalents are reported at their carrying amounts that equal fair market value.

**G. INVESTMENTS**

Investments are limited by R.S. 33:2955. Investments consist of time deposits with original maturities of 90 days or more. Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure as per GASB Statement No. 31.

The District Court has not formally adopted deposit and investment policies that limit the government's allowable deposits and investments and address the specific types of risk to which the government is exposed.

**H. INTERFUND RECEIVABLES AND PAYABLES**

During the course of operations, transactions occur between funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Interfund receivables and payables are eliminated in the Statement of Net Position.

**I. RECEIVABLES**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. No allowance for uncollectible accounts receivable is established since all receivables are determined to 100% collectible. Major receivable balances for governmental activities include amounts due from the Parish Clerk of Courts and Sheriff Departments for collection of court costs, fines and other fees. Receivables are included in the fund financial statements if they are both measurable and available.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**J. PREPAID ASSETS**

Advance payments for software assurance licenses, dues, and insurance are expensed as the period on the contract or policy lapses. The balance in prepaid assets reflects costs applicable to future accounting periods and is recognized in the government-wide financial statements.

**K. CAPITAL ASSETS**

In the government-wide financial statements, capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost. If the asset was donated, it is recorded at its acquisition value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is calculated on a straight-line basis over the following estimated useful lives:

Equipment, including software	5-10 years
Furniture and fixtures	10-20 years
Office renovations	10-20 years

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

**L. DEFERRED OUTFLOWS/INFLOWS 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 will not be recognized as an outflow of resources (expenses/expenditure) until then. The Court has no items that qualify for reporting in this category.

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 a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Court has no items that qualify for reporting in this category.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**M. FUND BALANCE**

Governmental fund equity is called the fund balance. GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, provides more clearly-defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. Fund balance is classified as nonspendable, restricted, committed, assigned or unassigned. Fund balance of the JEF has been classified into the following categories:

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

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

Committed: Fund balance that can only be used for specific purposes determined by the Judges of the District, the highest level of decision making authority. Committed amounts cannot be used for any other purpose unless the Judges remove or change the specified use by taking the same type of action it employed to previously commit the funds.

Committed fund balance is established, modified or rescinded by either a policy of the District or motions passed at a District meeting formally committing the funds. The motions passed are usually the result of budget revisions.

Assigned - Amounts that are constrained for a specific purpose by the Judges but are not spendable until a budget ordinance is passed.

Unassigned: This classification is the residual fund balance for the General fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General fund.

When fund balance resources are available for a specific purpose, the Fund would use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. The Judges reduce restricted balances and then unrestricted balances when expenditure is incurred for which both restricted and unrestricted fund balance is available.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**N. RESTRICTED NET POSITION**

When both restricted and unrestricted resources are available for use, it is the Court's policy to use restricted resources first, then unrestricted resources when expenses are incurred for a purpose for which both restricted and unrestricted net position are available.

**2. CASH, CASH EQUIVALENTS AND INVESTMENTS**

At December 31, 2018, the Twenty-Sixth Judicial District Court - Judicial Expense Fund had cash and cash equivalents (book balances) of \$385,559.

At December 31, 2018, the Twenty-Sixth Judicial District Court - Judicial Expense Fund reported \$1,411,878 as investments. The investments are made up of certificates of deposit held with various banks.

These deposits are stated at cost, which approximates market. Under state law, these deposits 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 December 31, 2018, the Twenty-Sixth Judicial District Court - Judicial Expense Fund has \$1,772,597 in bank balances. These deposits are secured from risk by \$1,366,792 of federal deposit insurance and \$2,534,320 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, 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 Twenty-Sixth Judicial District Court - Judicial Expense Fund that the fiscal agent has failed to pay deposited funds upon demand. The District's policy does not address custodial credit risk.

**Interest Rate Risk – Deposits:** The District's policy does not address interest rate risk.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**3. INTERGOVERNMENTAL RECEIVABLES**

Amounts due from other governmental units reported in the Statement of Net Position as of December 31, 2018 is as follows:

LA Department of Social Services	\$ 97,335
Bossier Parish Clerk of Court	1,045
Bossier Parish Sheriff's Department	3,696
Webster Parish Sheriff's Department	2,685
Webster Parish Clerk of Court	<u>365</u>
Totals	\$ <u>105,126</u>

There is no allowance for doubtful accounts since all receivables are deemed collectible.

**4. ADVANCE TO OTHER GOVERNMENT**

In December 2010, the JEF advanced a total of \$45,000 to the 26<sup>th</sup> Judicial District Drug Court to provide cash upfront to use to pay its bills while waiting for reimbursements from the Louisiana Supreme Court. The Drug Court program operates on funding which is provided by the Louisiana Supreme Court on a reimbursement basis. The funds advanced to Drug Court allow the Drug Court program to meet its cash flow deficiency created by having to cover its monthly payroll expenses on a timely basis as requested by the Bossier Parish Police Jury before reimbursement is received from the Louisiana Supreme Court. The amount of \$45,000 is included as an advance to other governments on the Statement of Net Position and Balance Sheet - Governmental Funds as of December 31, 2018.

In the event the Drug Court program is discontinued, the \$45,000 advance will be paid immediately to the Judicial Expense fund.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Notes to the Financial Statements  
 December 31, 2018

**5. CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2018 is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Equipment	\$ 370,207	\$ -	\$ -	\$ 370,207
Furniture and fixtures	<u>4,621</u>	<u>-</u>	<u>-</u>	<u>4,621</u>
Totals	<u>374,828</u>	<u>-</u>	<u>-</u>	<u>374,828</u>
Accumulated depreciation				
Equipment	342,012	7,577	-	349,589
Furniture and fixtures	<u>4,621</u>	<u>-</u>	<u>-</u>	<u>4,621</u>
Totals	<u>346,633</u>	<u>7,577</u>	<u>-</u>	<u>354,210</u>
Capital assets, net	<u>\$ 28,195</u>	<u>\$ (7,577)</u>	<u>\$ -</u>	<u>\$ 20,618</u>

Depreciation expense was charged to governmental activities as follows:

Judicial Expense	\$ 3,789
Child Support	<u>3,788</u>
Total	<u>\$ 7,577</u>

**6. LONG-TERM DEBT**

As of December 31, 2018, the JEF had no governmental long-term debt.

All of the employees of the Judicial Expense fund are considered employees of either the Bossier or Webster Parish Police Juries with the exception of the hearing officer who is part time, and a direct employee of the Judicial Expense fund. According to the Judges' office policy, there are no accumulated and vested benefits relating to annual and sick leave that requires disclosure or accrual to conform to generally accepted accounting principles.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**7. SALARY EXPENDITURES**

Personnel assigned to the judiciary include the court administrator, bookkeeper, and law clerks. These personnel are paid by the two parishes of the Twenty-sixth Judicial District (Bossier and Webster parishes). The Parishes administer the payroll for all District Court employees excluding the judges and the hearing officer. The JEF reimburses Bossier Parish for the salaries and related fringe benefits of certain court employees, the Court Administrator and the Law Clerks in general.

**8. PENSION PLAN**

All of the JEF's full-time employees are considered employees of the Bossier and Webster Parish Police Juries and, accordingly, are enrolled by the respective Police Juries as members of Plan A of the Parochial Employees Retirement System of Louisiana ("System"), a multiple-employer (cost-sharing) public employee retirement system (PERS), controlled and administered by a separate board of trustees. The respective Police Juries and the Judicial Expense fund do not guarantee any of the benefits granted by the System.

**9. LEASES**

The JEF does not have any capital leases or operating leases as of December 31, 2018.

**10. LITIGATION**

At December 31, 2018, 26<sup>th</sup> JEF was involved in a few matters involving litigation. It is the opinion of the legal advisor of the JEF that ultimate resolution of these lawsuits would not materially affect the financial statements.

**11. ARRANGEMENTS WITH PARISH GOVERNMENTS**

The district judges' office space, including utilities and certain office equipment and furniture, are furnished by the Bossier and Webster Parish Police Juries free of charge.

**12. ARRANGEMENTS WITH OTHER GOVERNMENTS**

Beginning in November 2011, the JEF entered into an agreement with the 26<sup>th</sup> Judicial District Drug Court to provide bookkeeping services to the Drug Court for a monthly fee of \$1,700.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to the Financial Statements  
December 31, 2018

**13. CHILD SUPPORT ENFORCEMENT FUND**

Louisiana Revised Statute 46:236.5 allows any court establishing or enforcing support obligations to implement an expedited process for the establishment or enforcement of support and provides that the judges of the appropriate court shall oversee the operations of the fund and shall appoint a hearing officer to hear support and support related matters. At the end of the reporting period all residual funds from the Child Support fund are to be transferred to the general operating account of the Judicial Expense fund. At December 31 2018, \$222,839 was recognized as a transfer to the Judicial Expense fund.

**14. DEFICIT FUND BALANCE**

There were no deficit fund balances for the year ended December 31, 2018.

**15. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 28, 2019, the date at which the financial statements were available to be issued.

REQUIRED SUPPLEMENTAL INFORMATION (PART II)

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Budgetary Comparison Schedule - General Fund  
 Judicial Expense Fund  
 For the Year Ended December 31, 2018

	Budgeted Amounts		Actual Amounts (Cash Basis)	Variance Favorable (Unfavorable)
	Original	Final		
REVENUES (inflows)				
Fees and fines:				
Bossier Clerk of Court	\$ 14,000	\$ 14,000	\$ 15,980	\$ 1,980
Webster Clerk of Court	5,000	5,000	4,913	(87)
Bossier Parish Sheriff	51,000	51,000	55,257	4,257
Webster Parish Sheriff	20,000	20,000	14,900	(5,100)
Webster Parish Sheriff - bond fee	30,000	30,000	31,285	1,285
26th Judicial District Drug Court	20,400	20,400	20,400	-
Intergovernmental:				
FINS grant	31,700	31,700	34,372	2,672
Webster Parish Police Jury	8,600	8,600	8,484	(116)
Interest	10,000	10,000	17,560	7,560
Reimbursed judges travel	<u>2,500</u>	<u>2,500</u>	<u>5,162</u>	<u>2,662</u>
Total revenues	<u>193,200</u>	<u>193,200</u>	<u>208,313</u>	<u>15,113</u>
EXPENDITURES (outflows)				
General government				
Judicial expenditures	369,500	369,500	255,035	114,465
FINS expenditures	<u>36,000</u>	<u>36,000</u>	<u>34,112</u>	<u>1,888</u>
Total expenditures	<u>405,500</u>	<u>405,500</u>	<u>289,147</u>	<u>116,353</u>
Excess (deficiency) of revenues over (under) expenditures	(212,300)	(212,300)	(80,834)	131,466
OTHER FINANCING SOURCES (USES)				
Transfer from Child Support fund	<u>212,300</u>	<u>205,000</u>	<u>222,839</u>	<u>17,839</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	(7,300)	142,005	149,305
Fund balance at beginning of year	<u>1,522,296</u>	<u>1,599,537</u>	<u>1,599,537</u>	<u>-</u>
Fund balance at end of year	<u>\$ 1,522,296</u>	<u>\$ 1,592,237</u>	<u>\$ 1,741,542</u>	<u>\$ 149,305</u>

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Budgetary Comparison Schedule - Special Revenue Fund  
 Child Support Fund  
 For the Year Ended December 31, 2018

	Budgeted Amounts		Actual Amounts (Cash Basis)	Variance Favorable (Unfavorable)
	Original	Final		
<b>REVENUES (inflows)</b>				
Fees and fines:				
5% Support Enforcement fee	\$ 475,000	\$ 490,000	\$ 559,503	\$ 69,503
Interest	-	-	28	28
Total revenues	<u>475,000</u>	<u>490,000</u>	<u>559,531</u>	<u>69,531</u>
<b>EXPENDITURES (outflows)</b>				
General government				
FINS expenditures	58,500	30,000	27,971	2,029
Child Support expenditures	<u>416,500</u>	<u>305,000</u>	<u>310,070</u>	<u>(5,070)</u>
Total expenditures	<u>475,000</u>	<u>335,000</u>	<u>338,041</u>	<u>(3,041)</u>
Excess of revenues over expenditures	-	155,000	221,490	66,490
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer to Judicial Expense fund	<u>-</u>	<u>(205,000)</u>	<u>(222,839)</u>	<u>(17,839)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	(50,000)	(1,349)	48,651
Fund balance at beginning of year	<u>-</u>	<u>55,866</u>	<u>55,866</u>	<u>-</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 5,866</u>	<u>\$ 54,517</u>	<u>\$ 48,651</u>

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

Notes to Required Supplementary Information  
on Budgetary Accounting and Control  
December 31, 2018

**BUDGETARY ACCOUNTING AND CONTROL**

**Budget Law**

The JEF prepares its annual operating budget under the provisions of the Louisiana Municipal Budget Act. In accordance with those provisions, the following procedures are used in adopting the annual budgets for the general fund:

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

The budget for the Child Support fund is prepared and submitted in conjunction with the budget for the Judicial Expense fund.

The annual operating budgets are prepared and presented on the cash basis of accounting.

SUPPLEMENTARY INFORMATION

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
 Bossier and Webster Parishes  
 State of Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
 December 31, 2018

	Judge Parker <u>Self</u>	Judge Mike <u>Nerren</u>	Judge Lane <u>Pittard</u>	Judge Mike <u>Craig</u>	Judge Charles <u>Jacobs</u>	Judge Jeff <u>Thompson</u>
<b>Purpose:</b>						
Cellphone	\$ 1,645	\$ 1,638	\$ -	\$ 1,700	\$ 1,650	\$ 1,602
Travel/conference registration	2,959	4,240	800	1,243	8,943	981
Dues	435	659	110	470	260	575
Reimbursements	-	44	75	-	-	-
Professional liability	2,616	2,616	2,616	3,139	2,616	2,616
Uniforms/cleaning	13	-	799	-	-	-
Meals	238	238	237	238	256	237
<i>Less:</i>						
Reimbursements from Judges	<u>(2,159)</u>	<u>(2,610)</u>	<u>(393)</u>	<u>(--)</u>	<u>(--)</u>	<u>(--)</u>
Total	<u>\$ 5,747</u>	<u>\$ 6,825</u>	<u>\$ 4,244</u>	<u>\$ 6,790</u>	<u>\$ 13,725</u>	<u>\$ 6,011</u>

OTHER REPORT

**WISE, MARTIN & COLE, L.L.C.**  
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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*

The Honorable Judges of the Twenty-Sixth  
Judicial District Court – Judicial Expense Fund  
Bossier and Webster Parishes, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Twenty-Sixth Judicial District Court - Judicial Expense Fund as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Twenty-Sixth Judicial District Court - Judicial Expense Fund's basic financial statements and have issued our report thereon dated June 28, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Twenty-Sixth Judicial District Court - Judicial Expense Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Twenty-Sixth Judicial District Court - Judicial Expense Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the Twenty-Sixth Judicial District Court - Judicial Expense Fund'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the fund's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described item 2018-01 in the accompanying schedule of current year findings that we consider to be a significant deficiency.

### **Compliance and Other Matters**

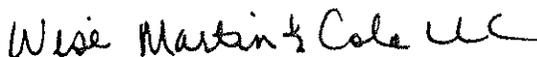
As part of obtaining reasonable assurance about whether the Twenty-Sixth Judicial District Court - Judicial Expense Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Twenty-sixth Judicial District Court – Judicial Expense Fund Response to Findings**

The Court's response to the findings identified in our audit is described in the accompanying schedule of current year 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 fund'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 fund'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.



Minden, Louisiana  
June 28, 2019

## OTHER INFORMATION

**TWENTY-SIXTH JUDICIAL DISTRICT COURT–  
JUDICIAL EXPENSE FUND  
Bossier and Webster Parishes  
State of Louisiana**

**SCHEDULE OF CURRENT YEAR AUDIT FINDINGS  
December 31, 2018**

**2018-01 Capital asset procedures**

Criteria: Louisiana Revised Statute 24:515 B.1 requires an auditee to maintain records of equipment and any other general fixed assets which were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such equipment, the initial cost, the disposition, if any, the purpose of such disposition, and the recipient of the equipment disposed of.

Condition: During the audit, we tested the Court's internal inventory of equipment. While a listing was provided, it was noted that the listing needed to be updated with certain information. Tests revealed:

- Two items purchased in 2012, totaling \$1,496, were identified as tagged inventory of the Court but was not included on the Court's inventory list.
- The organization of the listing made it difficult to determine where items were located.
  - There were 3 instances where items randomly selected from the list for observation, could not be located.
  - There were duplicated items on the lists.
- A lack of written procedures over capital assets which clearly define the Court's procedures over this area.

Cause: Lack of written procedures over capital assets to ensure inventory controls are maintained per the Court inventory policy.

Effect: Failure to identify and periodically account for assets/property exposes the Court to possible loss, theft and misuse of assets.

Recommendation: We recommend formal written procedures over capital assets be adopted to ensure the Court is able to fully comply with the statutes as well as create an organized consistent format to be used for the Court's internal inventory of capital assets.

Reassess, revise and consolidate your current lists to make the process easier for staff to identify and also perform an annual inventory of the Court's capital assets.

Management Response: Formal written procedures will be drafted and adopted. The current inventory lists will be completely revised and consolidated to accurately reflect the current capital assets of the Court in a clear and organized manner.

**TWENTY-SIXTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
Bossier and Webster Parishes  
State of Louisiana

**SCHEDULE OF PRIOR YEAR AUDIT FINDINGS**  
December 31, 2018

**Reference # and title:                    2017-01 Segregation of duties**

Comment: During the audit, it was noted that the same employee handles incoming checks, prepares deposit slips, has general ledger access, receives bank statements and reconciles the bank account.

Status: Resolved, the District Court has implemented a process for segregation of duties with few employees.

**Reference # and title:                    2017-02 Capital assets procedures**

Comment: During the audit, we tested the Court's internal inventory of equipment. While a listing was provided, it was noted that the listing needed to be updated with specific information.

Status: Not resolved, see 2018-01.

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

To the Twenty-Sixth Judicial District Court – Judicial Expense Fund  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Twenty-Sixth Judicial District Court – Judicial Expense Fund (JEF) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. The JEF's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and 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 that 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.

*Written policy and procedures were obtained and address all the functions above.*

- 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.

*Written policy and procedures were obtained and address function (1), (2), and (4). Function (3) does not apply since the Court does not use a purchase order system.*

**Exception** – *Function (5) was not addressed in the purchasing policy.*

*Management's response: The current policy and procedure will be amended to address the documentation required to be maintained for all bids and price quotes.*

- c) **Disbursements**, including processing, reviewing, and approving.

*Written policy and procedures were obtained and address all the functions above.*

- 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).

*Written policy and procedures were obtained and address all the functions above.*

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*Written policy and procedures were obtained and address all the functions above.*

- 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

*Written policy and procedures were obtained and address all the functions above.*

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

*This procedure does not apply since the District does not have credit cards, debit cards, fuel cards or P card.*

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

*Written policy and procedures were obtained and address all the functions above.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

*Written policy and procedures were obtained and address all the functions above.*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*This procedure does not apply since the District does not have debt.*

### ***Bank Reconciliations***

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

*Management provided the required list and representations.*

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

*The dates of the bank reconciliations indicated that they were prepared within 2 months of the related statement closing date.*

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

*No exceptions noted.*

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

*Procedure does not apply. There were no outstanding items older than 12 months from the statement closing dates.*

### ***Collections***

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3. 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 the required listing and representation.*

4. 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 the required listing and representation.*

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

*This procedure does not apply, there are no multiple cash drawers/registers, and money is initially received through mail by Court Administrator, who will then checks received over to the Financial Director to be deposited.*

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

*No exceptions noted. Two people are involved, where one is preparing/making deposits, and another employee is responsible for reconciling collection documentation to the deposit.*

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

*No exceptions noted.*

- 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 exceptions noted.*

- 5. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

*Management asserts that all employees who have access to cash are covered by a bond.*

- 6. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #2 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.

*Sequentially numbered receipts are not used by the District.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- d) Observe that 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).

*Exception: We were unable to tell when checks were received for one deposit tested and unable to determine if deposited within one day.*

*Management's response: All checks are now documented with a received date.*

- 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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- 7. 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 the required list and representations.*

- 8. For each location selected under #7 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:

*Listing of employees involved with the non-payroll purchasing and payment functions at the locations in #7 above was provided by the client. Also, client provided written policies and procedures relating to employee job duties.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- 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.

*No exceptions noted.*

- 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: Observed the employee responsible for processing payments also given signed checks to mail.*

*Management's response: The 26<sup>th</sup> Judicial District Court consists of a small staff performing a variety of job duties. The Court believes it is not cost beneficial to hire additional staff to help with these functions due to the size and nature of the fund. However, the current process will be reviewed to determine the feasibility of removing the Financial Director from the final step of mailing checks. The Court Administrator and Judges will continue to be heavily involved with daily oversight.*

9. For each location selected under #7 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:

*Management provided the required information and representations.*

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

*No exceptions noted.*

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #8, as applicable.

*No exceptions noted.*

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

10. 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:

*Client provided a listing of all travel and travel-related expense reimbursements during the fiscal period and representation that the listing is complete. Also, client provided the related expense reimbursement forms and supporting documentation for all 5 reimbursements.*

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

### ***Payroll and Personnel***

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

*Management provided the required list and representations.*

*Management provided the related paid salaries and personnel files. Paid salaries agreed to the authorized salaries in the personnel files.*

- 12. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #11 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

*No exceptions noted.*

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

*No exceptions noted.*

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

*No exceptions noted.*

13. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

*No employees were terminated in the fiscal year end 12/31/18. No exceptions.*

14. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

*Client provided representation the employer and employee portion of payroll taxes have been paid and associated forms have been filed by the required deadlines. Client does not have retirement contributions, health insurance premiums, and workers' compensation premiums per representation. No exceptions.*

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 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.

The purpose of this report is 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, LA  
June 28, 2019