

Component Unit Financial Statements
And Report of Independent Auditors
With Supplemental Information

Ward Three Marshal – City of Lake Charles, Louisiana

December 31, 2024

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Independent Auditors' Report

Honorable Nathan Keller
Ward Three Marshal – City of Lake Charles, Louisiana
Lake Charles, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Ward Three Marshal, a component unit of the City of Lake Charles, Louisiana, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Marshal's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Ward Three Marshal as of December 31, 2024, 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.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards, we:

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and


comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplemental Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Ward Three Marshal's basic financial statements. The accompanying schedule of compensation, benefits, and other payments to agency head or chief executive officer, Justice system funding reporting schedule – receiving entity, and Justice system funding reporting schedule – collecting/disbursing entity are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the Ward Three Marshal. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2025, on our consideration of the Ward Three Marshal'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 Ward Three Marshal'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 Ward Three Marshal's internal control over financial reporting and compliance.



Lake Charles, Louisiana
June 6, 2025

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA

Management's Discussion and Analysis

Within this section of the Ward Three Marshal - City of Lake Charles, Louisiana's (Marshal) annual financial report, the Marshal's management is pleased to provide this narrative discussion and analysis of the financial activities of the Marshal for the year ended December 31, 2024 with selective comparative information for the years ended December 31, 2024, 2023, and 2022. The Marshal's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

As provided by Louisiana State Statute, the Marshal serves a six-year term as the chief executive officer of the City Court of Lake Charles, Louisiana (City). The Honorable Nathan Keller was elected on December 7, 2020 and began serving his term effective January 1, 2021.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of two parts – management's discussion and analysis (this section) and the basic financial statements. This Management's Discussion and Analysis document introduces the Marshal's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Marshal also includes in this report additional information to supplement the basic financial statements. The basic financial statements include two kinds of statements that present different views of the Marshal's office:

Government-Wide Financial Statements

The Marshal's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Marshal's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

The first of these government-wide statements is the Statement of Net Position. This is the government-wide statement of position presenting information that includes all of the Marshal's assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Marshal as a whole is improving or deteriorating. Evaluation of the overall health of the Marshal would extend to information other than the financial information provided in this report, such as diversification of the revenue base.

The second government-wide statement is the Statement of Activities, which reports how the Marshal's net position changed during the current and previous fiscal year. All revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the Marshal's distinct activities or functions on revenues provided.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Marshal uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Marshal's most significant funds rather than the Marshal as a whole.

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA

Management's Discussion and Analysis

Governmental Funds

The Marshal's office uses governmental two funds: General Fund and Equipment and Training Fund. The General Fund is used to account for and report all revenues and expenditures not accounted for in other funds. The Equipment and Training Fund is used to account for and report funds that are restricted or committed to expenditure for equipment and training as specified in Louisiana Revised Statute R.S. 13:5807 as amended by Act No. 166 or the 2020 regular session.

Fiduciary Fund

The only fund accounted for in this category by the Marshal is the Garnishment Fund. This fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. The Marshal's Garnishment Fund accounts for the collection of garnishments and the remittance of these funds to garnishment payees and to the City Marshal for costs incurred in collecting and distributing the funds.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain supplemental information as indicated in the table of contents.

FINANCIAL HIGHLIGHTS

- The Marshal's assets exceeded its liabilities by \$965,389 (net position) at December 31, 2024. Net assets increased by \$32,540 during the year ended December 31, 2024.
- As of December 31, 2024, the Marshal's office had no long-term debt.
- Total net position is comprised of the following:
 1. \$58,172 restricted for equipment and training to assist in the purchasing or updating of necessary equipment and officer training to carry out the efficient performance of all duties imposed by law on constables and marshals.
 2. Net investment in capital assets of \$434,755 include automobiles, equipment, furniture and building improvements net of accumulated depreciation.
 3. Unrestricted net position of \$472,462 at December 31, 2024 represents the portion available to maintain the Marshal's continuing operations.

BUDGETARY HIGHLIGHTS

The actual revenues were less than the budgeted revenues by \$47,868. The actual expenditures were more than the budgeted expenditures by \$20,171. The Marshal's budget does not include the City of Lake Charles's on-behalf payments because such amounts are included in the City of Lake Charles's budget. The total intergovernmental expenditures paid directly by the City during 2024 was \$1,209,008.

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA

Management's Discussion and Analysis

FINANCIAL ANALYSIS OF THE MARSHAL AS A WHOLE

Over time, as year-to-year financial information is accumulated on a consistent basis, changes in net position may be observed and used to discuss the changing financial position of the Marshal as a whole.

The following table provides a summary of the Marshal's net position:

	2024	2023	2022
ASSETS			
Cash	\$ 497,475	\$ 354,174	\$ 282,960
Accounts receivable	54,240	178,534	85,718
Capital assets, net of accumulated depreciation	<u>434,755</u>	<u>475,947</u>	<u>388,870</u>
TOTAL ASSETS	986,470	1,008,655	757,548
LIABILITIES			
Due to others	-	-	15,164
Accounts payable	10,325	68,210	13,825
Accrued liabilities	6,062	1,803	380
Payroll liabilities	4,694	5,793	3,268
Lease payable	<u>-</u>	<u>-</u>	<u>27,669</u>
TOTAL LIABILITIES	21,081	75,806	60,306
NET POSITION			
Restricted for Litter Law Enforcement	-	38,771	53,094
Restricted for Equipment and Training	58,172	31,401	16,008
Net investment in capital assets	434,755	475,947	361,201
Unrestricted	<u>472,462</u>	<u>386,730</u>	<u>266,939</u>
TOTAL NET POSITION	<u>\$ 965,389</u>	<u>\$ 932,849</u>	<u>\$ 697,242</u>

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA

Management's Discussion and Analysis

The following table provides a summary of the Marshal's changes in net position:

	2024	2023	2022
REVENUES			
Program revenues:			
Fees, fines and charges for services	\$1,210,746	\$1,051,418	\$ 1,009,202
Grants	-	40,000	40,000
General revenues:			
Intergovernmental - City of Lake Charles	1,209,008	1,255,167	1,196,195
Interest	4,574	17	14
Gain on sale of equipment	<u>7,803</u>	<u>12,525</u>	<u>4,462</u>
TOTAL REVENUES	2,432,131	2,359,127	2,249,873
EXPENDITURES			
Public safety	<u>2,399,591</u>	<u>2,123,520</u>	<u>2,146,985</u>
TOTAL EXPENDITURES	<u>2,399,591</u>	<u>2,123,520</u>	<u>2,146,985</u>
Change in Net Position	32,540	235,607	102,888
Net Position - Beginning of year	<u>932,849</u>	<u>697,242</u>	<u>594,354</u>
Net Position - End of year	<u>\$ 965,389</u>	<u>\$ 932,849</u>	<u>\$ 697,242</u>

CONTACTING THE MARSHAL'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Marshal's finances, comply with finance-related laws and regulations, and demonstrate the Marshal's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the Marshal, Nathan Keller, P.O. Box 1785 Lake Charles, LA 70602.

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
STATEMENT OF NET POSITION
December 31, 2024

	<u>Governmental</u> <u>Activities</u> <u>2024</u>
ASSETS	
Cash	\$ 497,475
Accounts receivable	54,240
Capital assets, net of accumulated depreciation	<u>434,755</u>
TOTAL ASSETS	<u>986,470</u>
LIABILITIES	
Accounts payable	10,325
Accrued liabilities	6,062
Payroll liabilities	<u>4,694</u>
TOTAL LIABILITIES	<u>21,081</u>
NET POSITION	
Restricted for Equipment and Training	58,172
Net investment in capital assets	434,755
Unrestricted	<u>472,462</u>
TOTAL NET POSITION	<u><u>\$ 965,389</u></u>

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
STATEMENT OF ACTIVITIES
December 31, 2024

Activities	2024			Net Revenue and Changes in Net Position - Governmental Activities
	Expenses	Fees, Fines, and Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Public Safety	\$ 2,399,591	\$ 1,210,746	\$ -	\$ (1,188,845)
General Revenues				
Intergovernmental - City of Lake Charles				1,209,008
Interest				4,574
Gain on Sale of Equipment				7,803
Total General Revenues				<u>1,221,385</u>
Change in Net Position				32,540
Net Position - Beginning of Year				<u>932,849</u>
Net Position - End of Year				<u><u>\$ 965,389</u></u>

See Accompanying Notes to the Financial Statements

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
BALANCE SHEET - GOVERNMENTAL FUNDS
December 31, 2024

	2024		
	General Fund	Equipment and Training Fund	Total Governmental Funds
ASSETS			
Cash	\$ 497,475	\$ -	\$ 497,475
Accounts receivable	54,240	-	54,240
Due from other funds	-	58,172	58,172
TOTAL ASSETS	<u>\$ 551,715</u>	<u>\$ 58,172</u>	<u>\$ 609,887</u>
LIABILITIES			
Due to other funds	\$ 58,172	\$ -	\$ 58,172
Accounts payable	10,325	-	10,325
Accrued liabilities	6,062	-	6,062
Payroll liabilities	4,694	-	4,694
TOTAL LIABILITIES	<u>\$ 79,253</u>	<u>\$ -</u>	<u>\$ 79,253</u>
FUND BALANCE			
Restricted for Equipment and Training	\$ -	\$ 58,172	\$ 58,172
Unassigned	472,462	-	472,462
TOTAL FUND BALANCE	<u>472,462</u>	<u>58,172</u>	<u>530,634</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 551,715</u>	<u>\$ 58,172</u>	<u>\$ 609,887</u>

See Accompanying Notes to the Financial Statements

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF NET POSITION
December 31, 2024

Total Governmental Fund Balances	\$ 530,634
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in the governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Building improvements	48,018
Automobiles	838,583
Equipment	327,229
Furniture and fixtures	13,763
Accumulated depreciation	<u>(792,838)</u>
Other capital assets, net of accumulated depreciation	434,755

Interfund receivables are eliminated in reporting total assets	<u>(58,172)</u>
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Total asset adjustments	376,583
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Interfund payables are eliminated in reporting total liabilities	<u>(58,172)</u>
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Total liability adjustments	<u>(58,172)</u>
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Net position of governmental activities	<u><u>\$ 965,389</u></u>
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WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Year Ended December 31, 2024

	2024		
	Program Revenues		Total
	General Fund	Equipment and Training Fund	Governmental Funds
REVENUES			
Court fees and commissions	\$ 567,789	\$ 79,966	\$ 647,755
Intergovernmental - City of Lake Charles	1,209,008	-	1,209,008
Reserve officer income	562,241	-	562,241
Interest	4,574	-	4,574
Gain on sale of equipment	12,404	-	12,404
Other	750	-	750
TOTAL REVENUES	2,356,766	79,966	2,436,732
EXPENDITURES			
Salaries and related benefits	1,107,784	-	1,107,784
Operating expenses	440,506	7,437	447,943
Auto	97,432	24,179	121,611
Contract labor - reserve officers	558,069	-	558,069
Office expense	12,676	-	12,676
Uniforms and supplies	-	8,933	8,933
Capital outlays	93,338	12,646	105,984
TOTAL EXPENDITURES	2,309,805	53,195	2,363,000
Net Change in Fund Balance	46,961	26,771	73,732
Fund Balance - Beginning of year	425,501	31,401	456,902
Fund Balance - End of year	\$ 472,462	\$ 58,172	\$ 530,634

See Accompanying Notes to the Financial Statements

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
December 31, 2024

Net change in fund balances - total governmental funds	\$ 73,732
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Amounts reported for governmental activities in the statement of activities
are different because:

In the statement of activities, the net gain (loss) on the disposal of fixed assets differs from the change in fund balance by the net book value of the assets disposed of:	(4,601)
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Governmental funds report capital outlays as expenditures, however,
in the statement of activities, assets with an individual cost of more than
\$500 are capitalized and the cost is allocated over their estimated useful lives and
reported as depreciation expense. For the current period, these amounts are:

Capital outlay	105,984	
Depreciation expense	(142,575)	
Excess of depreciation expense over capital outlay		(36,591)

Change in net position of governmental funds	\$ <u>32,540</u>
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WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
STATEMENT OF FIDUCIARY NET POSITION
December 31, 2024

	<u>2024</u>
ASSETS	
Cash	\$ 63,395
 LIABILITIES	
Due to others	<u>63,395</u>
 FIDUCIARY NET POSITION	 <u><u>\$ -</u></u>

See Accompanying Notes to the Financial Statements

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
For the Year Ended December 31, 2024

	<u>2024</u>
Additions:	
Garnishments	\$ 1,427,980
Interest	<u>10</u>
Total Additions	<u>1,427,990</u>
Deductions:	
Collections distributed to others	<u>1,427,990</u>
Change in Fiduciary Net Position	-
Fiduciary Net Position - Beginning of Year	<u>-</u>
Fiduciary Net Position - End of Year	<u><u>\$ -</u></u>

See Accompanying Notes to Financial Statements

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Louisiana State Statute, the Marshal serves a six-year term as the chief executive officer of the City Court of Lake Charles, Louisiana (City). The Marshal's responsibilities include executing the orders and mandates and serving subpoenas of the City Court as well as enforcing state and local laws and ordinances within the territorial boundaries of Ward Three of Calcasieu Parish, Louisiana. The Marshal also collects and disburses garnishments of wages, cash bonds, and installment payments of fines under orders of the City Court.

Much of the operations of the Marshal's Office are funded by the City. The City pays the salaries of the regular deputy marshals and funds most of the operating expenditures, which is recorded as Intergovernmental revenues. These financial statements also include expenditures funded from other sources such as court fees, grants, and reserve income.

The City also provides the Marshal with office space. Such expenditures are included in the general fund, of the City of Lake Charles, LA and are not included in these component unit financial statements.

The financial statements of the Ward Three Marshal have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The more significant of the government's accounting policies are described below.

1. REPORTING ENTITY

As a governing authority of the city, for reporting purposes, the City of Lake Charles, Louisiana, is the financial reporting entity for the city. The financial reporting entity consists of (a) the primary government (city), (b) organizations for 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.

Government Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the City of Lake Charles, Louisiana for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. The criteria includes:

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

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Because the City of Lake Charles, Louisiana financial statements would be misleading if data of the Ward Three Marshal was not included and due to the nature and significance of the relationship, the Marshal was determined to be a component unit of the City of Lake Charles, Louisiana, the financial reporting entity. The accompanying financial statements present information on the funds maintained by the Marshal as well as expenses paid by the City that directly relate to the Marshal's office. They do not present information on the City, the general government services provided by that government unit, or the other governmental units that comprise the financial reporting entity.

2. FUND ACCOUNTING

The Marshal uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Governmental Funds

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

The ***General Fund*** is the primary operating fund of the Marshal, and it accounts for all financial resources except those required to be accounted for in other funds.

The ***Equipment and Training Fund*** is used to account for the fees associated with Louisiana Statute R.S. 13:5807 as amended by Act No. 166 of the 2020 regular session. Funds shall be used to assist in the purchasing or updating of necessary equipment and officer training to carry out the efficient performance of all duties imposed by law on constables and marshals.

Fiduciary Funds

Fiduciary funds' reporting focuses on net position and changes in net position. The only fund accounted for in this category by the Marshal is the Garnishment Fund. This fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. Consequently, the custodial funds have no measurement focus, but use the modified accrual basis of accounting. The Marshal's Garnishment Fund accounts for the collection of garnishments and the remittance of these funds to garnishment payees and to the City Marshal for costs incurred in collecting and distributing the funds.

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Interfund Transactions

Interfund transactions are reflected as loans and reported as receivables and payables as appropriate, are subject to elimination upon consolidation and are referred to as either due to or due from other funds.

3. EQUITY CLASSIFICATIONS

Government-Wide Net Position:

In the government-wide statements, equity is classified as net position and displayed in three components:

Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted net position- Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

Governmental Fund Balances:

GASB Statement No. 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 balances more transparent. Fund balances of the governmental funds are classified as follows:

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

Restricted – amounts that can be used only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts constrained to specific purposes by the Marshal. To be reported as committed, amounts cannot be used for any other purpose unless the Marshal takes the same highest level action to remove or change the constraint.

Assigned – amounts the Marshal intends to use for a specific purpose.

Unassigned – amounts that are available for any purpose.

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Use of Restricted Resources

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Marshal considers the restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Marshal considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed.

4. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Fund Financial Statements

The amounts reflected in the Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources and uses of current financial resources. This approach is then reconciled, through adjustments to a government-wide view of the Marshal's operations.

The amounts reflected in the Governmental Funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Marshal considers all revenues available if they are collected within 60 days after the fiscal year end.

Revenue - Court fees are received in the month following collection by the City Court. The Marshal recognizes court fee revenue during the month they are collected by the City Court. The Marshal recognizes fees for reserve services in the period the service is performed. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. Intergovernmental revenues are recognized as the expenditures are incurred by the City of Lake Charles.

Expenditures – Salaries and related payroll taxes and benefits are recorded when paid. Other expenses are recorded when incurred. Purchases of capital assets and other goods and services are recorded when those goods or services have been delivered.

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the Marshal as a whole. These statements include all non-fiduciary activities of the Marshal. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenditures, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs, regardless of when cash is received or disbursed.

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Marshal's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of services offered by the Marshal, and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program.

Program Revenues - Program revenues included in the Statement of Activities are derived directly from the City Court of Lake Charles's users as a fee for services and from other fees charged by the Marshal.

General Revenues - General revenues included in the Statement of Activities are derived from on-behalf payments from the City of Lake Charles, interest income, and from sources not considered program revenues. General revenues finance the remaining balance of functions not covered by Program revenues.

5. BUDGET PRACTICES

A general fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at year end. On or before the end of each year, the budget is prepared by function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

Expenditures may not legally exceed budgeted appropriations at the activity level.

6. CASH

Cash includes amounts in demand deposits, interest-bearing demand deposits, money market accounts, time deposits and those other investments with original maturities of 90 days or less. Under state law, the Marshal 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.

7. CAPITAL ASSETS

Capital assets, which include property, plant and equipment, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical is not available. The Marshal maintains a threshold level of \$500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

The range of estimated useful lives by type of asset is as follows:

Building and improvements	40 years
Automobiles	5-7 years
Equipment	5-7 years
Furniture and fixtures	5-7 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

8. USE OF ESTIMATES

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

9. SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 6, 2025, the date the financial statements were available to be issued.

NOTE B - CASH

Cash deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed 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. At December 31, 2024, the Marshal had \$518,454 in deposits (collected bank balances). These deposits are secured from risk by federal deposit insurance and pledged securities held by the custodial bank in the name of the fiscal agent bank.

NOTE C – ACCOUNTS RECEIVABLE

Accounts receivable represent amounts due from various state and local agencies and customers and are deemed to be fully collectible by management.

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE D - CAPITAL ASSETS

A summary of changes in capital assets for the year ended December 31, 2024 follows:

Fixed Assets:	12/31/2023	Additions	Retirements	12/31/2024
Automobiles	\$ 781,592	\$ 85,885	\$ (28,894)	\$ 838,583
Furniture and fixtures	13,763	-	-	13,763
Equipment	307,130	20,099	-	327,229
Buildings and improvements	<u>48,018</u>	<u>-</u>	<u>-</u>	<u>48,018</u>
Total	1,150,503	105,984	(28,894)	\$ 1,227,593
Less accumulated depreciation:				
Automobiles	399,928	116,615	(5,949)	510,594
Furniture and fixtures	13,763	-	-	13,763
Equipment	249,217	23,599	(18,344)	254,472
Buildings and improvements	<u>11,648</u>	<u>2,361</u>	<u>-</u>	<u>14,009</u>
Total	<u>674,556</u>	<u>142,575</u>	<u>(24,293)</u>	<u>792,838</u>
Capital Assets, Net	<u>\$ 475,947</u>	<u>\$ (36,591)</u>	<u>\$ (4,601)</u>	<u>\$ 434,755</u>

Depreciation expense for the year ended December 31, 2024 was \$142,575.

NOTE E - COMMITMENTS AND CONTINGENCIES

The Marshal is covered for substantially all business risks under the risk management programs of the City of Lake Charles, LA.

NOTE F – RESTRICTED ASSETS

Assets required to be held and/or used as specified in contractual agreements have been reported as restricted assets. Restricted Assets at December 31, 2024 consisted of the following:

	<u>2024</u>
Litter Law Enforcement	\$ -
HB 315 Equipment and Training	<u>58,172</u>
Total Restricted Assets	<u>\$58,172</u>

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024
(continued)

NOTE G - ON-BEHALF PAYMENTS

The City of Lake Charles provides a substantial amount of fiscal support to the Marshal for its operations. The City made on-behalf payments of \$1,209,008 for the Marshal for the year ended December 31, 2024 as follows:

	<u>2024</u>
Salaries and related benefits	\$832,143
Insurance (allocated costs)	136,536
Auto expenses	72,954
Capital outlay	-
Other operating expenses	<u>167,375</u>
	<u>\$1,209,008</u>

NOTE H – EMPLOYEES PENSION PLAN (MUNICIPAL EMPLOYEES’ RETIREMENT SYSTEM)

Plan Description – Employees of the Marshal are eligible for participation in the Municipal Employees’ Retirement System of Louisiana (the “System”) – a cost-sharing, multiple-employer defined benefit pension plan administered by a Board of Trustees and established by Act 356 of the 1954 Regular Session of the Louisiana Legislature. The System issues a publicly available financial report that can be obtained at www.mersla.com/annual-reports. The report may also be obtained by writing to the Municipal Employees’ Retirement System of Louisiana, 7937 Office Park Blvd., Baton Rouge, LA 70809.

Contributions – Per Act 788 of the 1978 Regular Session of the Louisiana Legislature, contribution rates for employees are established by state law and employer contribution rates are actuarially determined each year by the System’s Board of Trustees. Employees are required to contribute 5% of their annual pay. The Marshal’s contractually required contribution rate for the year ended December 31, 2024, was 15.50% of annual payroll. Contributions to the System from the Marshal were \$28,180 for the year ended December 31, 2024. The City of Lake Charles contributes to the Plan on behalf of the Marshal’s office for the payroll paid directly by the City.

At June 30, 2024, the City of Lake Charles reported a liability of \$13,114,055 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Marshal’s proportion of the net pension liability was not proportionately measured as a separate component unit of the City of Lake Charles. Detailed information about the City’s net pension liability can be obtained from the City of Lake Charles. Detailed information about the pension plan’s fiduciary net position is available in the separately issued System financial report.

Payables to the Pension Plan – As of December 31, 2024, the Marshal owed \$1,300 to the System for the Marshal’s December 2024 payroll.

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
Year ended December 31, 2024

	<u>Budgeted Amounts</u>			Variance
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
Revenues:				
Court Fees and Commissions	\$ 453,019	\$ 529,357	\$ 567,789	\$ 38,432
Intergovernmental - City of Lake Charles	38,704	63,657	35,230	(28,427)
Grants	40,000	59,177	-	(59,177)
Reserve Income	375,000	577,811	562,241	(15,570)
Interest	24	26	4,574	4,548
Gain on sale of equipment	-	-	12,404	12,404
Other Income	<u>5,800</u>	<u>828</u>	<u>750</u>	<u>(78)</u>
Total revenues	<u>912,547</u>	<u>1,230,856</u>	<u>1,182,988</u>	<u>(47,868)</u>
Expenditures:				
Salaries and related benefits	357,685	399,335	310,871	88,464
Operating expenses	105,944	123,330	136,595	(13,265)
Auto	25,433	23,060	24,478	(1,418)
Contract labor	303,860	471,575	558,069	(86,494)
Office expense	12,183	12,671	12,676	(5)
Capital Outlay	<u>58,000</u>	<u>85,885</u>	<u>93,338</u>	<u>(7,453)</u>
Total expenditures	<u>863,105</u>	<u>1,115,856</u>	<u>1,136,027</u>	<u>(20,171)</u>
Excess of revenues over expenditures	49,442	115,000	46,961	(68,039)
Fund balance at beginning of year	<u>425,501</u>	<u>425,501</u>	<u>425,501</u>	-
Fund balance at end of year	<u>\$ 474,943</u>	<u>\$ 540,501</u>	<u>\$ 472,462</u>	<u>\$ (68,039)</u>

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION – BUDGETARY REPORTING
Year ended December 31, 2024

The Budgetary Comparison Schedule-Budget to Actual presents comparisons of the original and final legally adopted budget with actual data on a budgetary basis.

A proposed budget is prepared and submitted to the Marshal prior to the beginning of each year. A budget summary and notice of a public hearing is published with the public hearing being conducted prior to the commencement of the budget year.

The annual operating budget, prepared on the modified accrual basis, covers all Marshal activities of the General Fund, except intergovernmental revenues and expenditures paid directly by the City of Lake Charles that are included in the approved budget of the City. At the end of the fiscal year, unexpended appropriations automatically lapse. Budget amendments are approved by the Marshal. Formal budgetary integration is employed as a management control device during the year for the General Fund.

WARD THREE MARSHAL – CITY OF LAKE CHARLES, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
Year ended December 31, 2024

AGENCY HEAD: Honorable Nathan Keller, Ward Three Marshal

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	
Paid from City of Lake Charles Budget Funds	\$ 15,642
Paid from Marshal's Office	190,479
Benefits	
Insurance from City of Lake Charles Budget Funds	5,302
Retirement	
Paid from City of Lake Charles Budget Funds	6,238
Paid from Marshal's Office	28,180
Payroll Taxes	13,293
Benefits – Other – Supplemental Pay	* <u>24,600</u>
TOTAL	<u>\$283,734</u>

*The Marshal Supplemental Pay includes back-pay of supplemental wages for prior years in the amount of \$17,400.

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
Year ended December 31, 2024

	First Six-Month Period Ended 6/30/2024	Second Six-Month Period Ended 12/31/2024
Receipts From:		
Lake Charles Ward 3 City Court - Civil Fees	\$ 126,306	\$ 127,398
Lake Charles Ward 3 City Court - Criminal Fines - Other	<u>11,506</u>	<u>13,007</u>
Subtotal Receipts	<u>\$ 137,812</u>	<u>\$ 140,405</u>
Ending Balance of Amounts Assessed but Not Received	<u>\$ -</u>	<u>\$ -</u>

See Note to Required Supplementary Information

WARD THREE MARSHAL - CITY OF LAKE CHARLES, LOUISIANA
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
Year ended December 31, 2024

	First Six-Month Period Ended 6/30/2024	Second Six-Month Period Ended 12/31/2024
Beginning Balance of Amounts Collected	\$ 34,990	\$ 77,313
Add: Collections		
Civil Fees	701,428	769,106
Bond Fees	-	-
Asset Forfeiture/Sale	2,142	7,190
Subtotal Collections	703,570	776,296
Less: Disbursements to Governments & Nonprofits		
Civil Fees	-	-
Bond Fees	-	-
Lake Charles Ward 3 City Court - Asset Forfeiture/Sale	-	-
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based On Percentage of Collection	42,086	46,146
Less: Disbursements to Individuals/3rd Party		
Collection or Processing Agencies		
Payments to 3rd Party Collection/Processing Agencies	619,161	744,068
Subtotal Disbursements/Retainage	661,247	790,214
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	\$ 77,313	\$ 63,395
Ending Balance of "Partial" Payments Collected but not Disbursed	\$ -	\$ -
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	\$ -	\$ -
Total Waivers During the Fiscal Period	\$ -	\$ -

See Note to Required Supplementary Information

James F. Stulb, C.P.A.

Kristine S. Carter, C.P.A.

Joshua P. Richard, C.P.A.

**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**

Honorable Nathan Keller
Ward Three Marshal – City of Lake Charles, Louisiana
Lake Charles, 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 Ward Three Marshal, a component unit of the City of Lake Charles, Louisiana, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Marshal's basic financial statements and have issued our report thereon dated June 6, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Ward Three Marshal's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Ward Three Marshal's internal control. Accordingly, we do not express an opinion on the effectiveness of the Ward Three Marshal's internal control.

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Stulb & Associates". The signature is written in a cursive, flowing style.

Lake Charles, Louisiana
June 6, 2025

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

Honorable Nathan Keller and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The Ward Three Marshal management is responsible for those C/C areas identified in the SAUPs.

The Ward Three Marshal has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

A. 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:

- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

We performed the procedure above and noted no exceptions.

- ii. ***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.

We performed the procedure above and noted no exceptions.

- iii. ***Disbursements***, including processing, reviewing, and approving.

We performed the procedure above and noted no exceptions.

- iv. ***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).
We performed the procedure above and noted no exceptions.
- v. ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
We performed the procedure above and noted no exceptions.
- vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
We performed the procedure above and noted no exceptions.
- vii. ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
We performed the procedure above and noted no exceptions.
- viii. ***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).
We performed the procedure above and noted no exceptions.
- ix. ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
We performed the procedures above and noted no exceptions.
- x. ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
The entity has no debt and does not maintain a written debt service policy.
- xi. ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
We performed the procedure above and noted no exceptions.
- xii. ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.
We performed the procedure above and noted no exceptions.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

These procedures are not applicable to entities managed by a single elected official.

3) Bank Reconciliations

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

4) Collections (excluding electronic funds transfers)

- A. 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).
- B. 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:
- i. Employees that are responsible for cash collections do not share cash drawers/registers.
 - ii. 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.

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

We performed the procedures above and noted no exceptions.

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

We performed the procedures above and noted no exceptions.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). Obtain supporting documentation for each of the 10 deposits and:
 - i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. 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 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

We performed the procedures above and noted no exceptions.

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

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

6) Credit Cards/Debit Cards/Fuel Cards/P-Cards

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the person who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

- C. Using the monthly statements or combined statements selected under #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

We performed the procedures above and noted no exceptions.

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

- A. 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:
 - i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
 - iii. 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 Policies and Procedures procedure #1A(vii); and
 - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

We performed the procedures above and noted no exceptions.

8) Contracts

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

9) Payroll and Personnel

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

10) Ethics

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

11) Debt Service

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

These procedures are not applicable to the entity. The entity did not have any debt outstanding during 2024.

12) Fraud Notice

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

13) Information Technology Disaster Recovery/Business Continuity

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

14) Prevention of Sexual Harassment

There were no exceptions identified in this category for the year ending December 31, 2023 (Year 1), therefore this category is excluded from retesting for the year ending December 31, 2024 (Year 2).

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

We are required to be independent of the Ward Three Marshal and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

A handwritten signature in black ink that reads "Stulb & Associates". The signature is stylized with a large, flowing 'S' and a cursive 'A'.

Lake Charles, Louisiana
June 6, 2025