

MINDEN CITY MARSHAL
Minden, Louisiana

FINANCIAL STATEMENTS

DECEMBER 31, 2017

MINDEN CITY MARSHAL
Minden, Louisiana
As of and for the year ended December 31, 2017

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the City Marshal Daniel Weaver
City of Minden, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Minden City Marshal, a component unit of the City of Minden, Louisiana, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Marshal's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

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

Accountant's Conclusion

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedule on page 20 be presented to supplement the basic financial statements.

Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have reviewed that information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and accordingly, do not express an opinion on such information.

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

Supplementary Information

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

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated February 26, 2020, on the results of our agreed-upon procedures.

Wese Martin & Cole LLC

Minden, LA
February 26, 2020

BASIC FINANCIAL STATEMENTS

STATEMENT A

MINDEN CITY MARSHAL

Minden, Louisiana

Statement of Net Position

December 31, 2017

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 4,935
Receivables	5,110
Due from agency fund	<u>1</u>
TOTAL ASSETS	<u>10,046</u>
LIABILITIES	
Accounts payable	8,097
Due to agency fund	<u>157</u>
TOTAL LIABILITIES	<u>8,254</u>
NET POSITION	
Unrestricted	<u>1,792</u>
TOTAL NET POSITION	<u>\$ 1,792</u>

See accompanying notes and independent accountants' review report.

STATEMENT B

MINDEN CITY MARSHAL
Minden, Louisiana

Statement of Activities
For the Year Ended December 31, 2017

<u>FUNCTION/PROGRAMS</u>	<u>Expenses</u>	<u>Program revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental activities:				
Judicial activities	\$ 111,831	\$ 16,927	\$ 97,207	\$ 2,303
Total governmental activities	<u>\$ 111,831</u>	<u>\$ 16,927</u>	<u>\$ 97,207</u>	<u>2,303</u>
Change in net position				2,303
Net position - beginning				<u>(511)</u>
Net position - ending				<u>\$ 1,792</u>

See accompanying notes and independent accountants' review report.

STATEMENT C

MINDEN CITY MARSHAL
Minden, Louisiana

Balance Sheet - Governmental Fund
December 31, 2017

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 4,935
Receivables	5,110
Due from agency fund	<u>1</u>
TOTAL ASSETS	<u>\$ 10,046</u>
LIABILITIES	
Accounts payable	\$ 8,097
Due to agency fund	<u>157</u>
TOTAL LIABILITIES	<u>8,254</u>
FUND BALANCE	
Unassigned	<u>1,792</u>
TOTAL FUND BALANCES	<u>1,792</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 10,046</u></u>

See accompanying notes and independent accountants' review report.

MINDEN CITY MARSHAL

Minden, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Government-Wide Financial Statement of Net Position
December 31, 2017

There are no differences in the amounts reported in the Statement of Net Position and the Governmental Fund Balance Sheet.

Fund Balance, Total Governmental Fund (Statement C)	\$ <u>1,792</u>
Net Position of Governmental Activities (Statement A)	\$ <u>1,792</u>

See accompanying notes and independent accountants' review report.

MINDEN CITY MARSHAL

Minden, Louisiana

Governmental Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the year ended December 31, 2017

	General Fund
REVENUES	
Charges for services:	
Civil fees	\$ 12,916
Dismissal fees & service sales	120
Criminal court costs	3,000
Other	891
Operating grants and contributions:	
Intergovernmental - on-behalf receipts	85,207
Intergovernmental - revenues	12,000
TOTAL REVENUES	<u>114,134</u>
EXPENDITURES	
Judicial activities:	
Salaries, fees paid and benefits	108,373
Office supplies	629
Insurance	131
Accounting	2,110
Other expenditures	588
TOTAL EXPENDITURES	<u>111,831</u>
Net change in fund balance	2,303
Fund balance - beginning	<u>(511)</u>
Fund balance - ending	<u>\$ 1,792</u>

See accompanying notes and independent accountants' review report.

MINDEN CITY MARSHAL

Minden, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund to the
Statement of Activities
For the Year Ended December 31, 2017

There are no differences between the amounts reported for the governmental activities in the Statement of Activities and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balance.

Net change in fund balance, governmental fund (Statement E)	<u>\$ 2,303</u>
Change in net position of governmental activities (Statement B)	<u>\$ 2,303</u>

See accompanying notes and independent accountants' review report.

MINDEN CITY MARSHAL
Minden, Louisiana

Statement of Fiduciary Net Position
Agency Funds
December 31, 2017

	Garnishment Fund	Seizure, Sale & Disbursement Fund	Total
ASSETS			
Cash and cash equivalents	\$ -	\$ 1	\$ 1
Due from general fund	157	-	157
TOTAL ASSETS	\$ 157	\$ 1	\$ 158
LIABILITIES			
Due to general fund	\$ -	\$ 1	\$ 1
Due to others	157	-	157
TOTAL LIABILITIES	\$ 157	\$ 1	\$ 158

See accompanying notes and independent accountants' review report.

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

INTRODUCTION

The Minden City Marshal (Marshal) was created under the authority of Louisiana Revised Statutes (RS) 13:1879. The purpose of the Marshal is to execute the orders and mandates of the Court, to include making arrests, preserving the peace, processing judgements and garnishments, and similar functions. The Marshal has jurisdiction within Ward 1 of Webster Parish.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

The Marshal is an independently elected official. However, the Marshal, is fiscally dependent on the City of Minden. The City maintains and operates the building in which the Marshal is located and provides funds for salaries, equipment, and expenditures of the Marshal. Because the Marshal is fiscally dependent on the City, the Marshal was determined to be a component unit of the City of Minden, the financial reporting entity.

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

C. BASIC FINANCIAL STATEMENTS

Government-wide statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the Marshal.

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

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Program Revenues – Program revenues, included in the Statement of Activities, are derived directly from court users as a fee for services; program revenues reduce the cost of the function to be financed from the Marshal's general revenues.

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

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

Fund financial statements

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

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

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

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Marshal are agency funds. The agency funds account for assets held by the Marshal as an agent for litigants pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the accrual basis of accounting. Fiduciary funds of the Marshal include:

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

1. Garnishment fund – used to account for fines and court costs of all garnishment cases. Fines collected by various individuals/organizations are remitted monthly to the Marshal, City Court of Minden, the Plaintiff/Attorney and the General fund.
2. Seizure, Sale and Disbursement fund – used to account for all costs and sales in relation to seized properties filed with the Marshal. Disbursements are made primarily to the City Court of Minden, the Plaintiff, and the General fund.

The Marshal considers the following funds to be major:

Governmental funds –

General fund – The General fund is the primary operating fund of the Marshal.

D. BASIS OF ACCOUNTING

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets, liabilities, deferred outflows and inflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

Fund financial statements are reported using a current financial resources measurement focus and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Although most expenditures are recorded when a liability is incurred as under accrual accounting, the measurement focus of a governmental fund significantly affects what items are to be considered expenditures in the governmental fund. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on long-term debt which is recognized when due. Compensated absences and claims and judgments, are recorded in governmental funds if claims are due and payable.

Fines collected by the City Court of Minden and remitted to the Marshal the succeeding month are recognized as revenue when the fines are received.

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

E. BUDGETS

Prior to the beginning of each fiscal year, the Marshal adopts an operating budget for its General fund. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

Excess of expenditures over appropriations in individual funds

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General	\$ <u>13,618</u>	\$ <u>26,624</u>	\$ <u>13,006</u>

Louisiana Revised Statute 39:1303 requires the Marshal to adopt a budget for its General fund. No such budget was adopted for the year ended December 31, 2017, therefore by law the Marshal's budget is 50% of the last legally adopted budget.

F. CASH

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Marshal may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law any other state of the United States, or under the laws of the United States.

G. CAPITAL ASSETS

Capital assets, which include property, plant and equipment, are reported in the governmental activities in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their acquisition value at the date of donation. The Marshal maintains a threshold level of \$2,500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend useful lives are not capitalized. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following estimated useful lives:

Vehicles	5 years
Computer equipment	5 years
Office furniture and equipment	5 to 10 years
Office improvements	20 years

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

H. COMPENSATED ABSENCES

The payments for the Marshal and his deputies are administered as employees of the City of Minden and Webster Parish Police Jury for their on-behalf salary. The Marshal makes no salary payments to his deputies as employees. The Marshal reports the amounts paid to deputies for use of personal vehicle for Marshal business.

The Marshal does not have a formal vacation or sick leave policy; therefore, the Marshal has no accrued compensated absences.

I. ESTIMATES

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

J. RESTRICTED NET POSTION

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

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

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

K. FUND EQUITY OF FUND FINANCIAL STATEMENTS

Fund balance is reported in the following categories:

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

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

Committed: Fund balance that can only be used for specific purposes determine by the Marshal's highest level of decision-making authority. The Marshal is the highest level of decision-making authority, and by the Marshal's order, can commit fund balance. Committed amounts cannot be used for any other purpose unless the Marshal removes or changes the specified use by taking the same actions employed when the funds were initially committed.

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

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

Assigned: Fund balance that is constrained by the Marshal's intent to be used for a specific purpose but are neither restricted nor committed. This intent is expressed by the Marshal.

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

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

2. CASH AND CASH EQUIVALENTS

At December 31, 2017, the Marshal had cash and cash equivalents totaling \$4,935 (book balances). Cash and cash equivalents 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 bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are to be held in the name of the pledging bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial Credit Risk – Deposits: At year end, the Marshal had bank balances of \$4,926. These deposits were fully secured by federal depository insurance.

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

3. RECEIVABLES

The Marshal recognized accounts receivable at December 31, 2017 of \$5,110, representing an amount due from another government, the City Court of Minden. The balance of accounts receivable for governmental funds is expected to be collected in full so no allowance for doubtful accounts has been established.

MINDEN CITY MARSHAL
Minden, Louisiana

Notes to Financial Statements
As of and for the year ended December 31, 2017

4. INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables at December 31, 2017 were as follows:

<u>Receivable</u>	<u>Total</u>	<u>Payable</u> Seizure, Sale & <u>Disbursement fund</u>	<u>General fund</u>
General fund	\$ 1	\$ 1	\$ -
Garnishment fund	<u>157</u>	<u>-</u>	<u>157</u>
Total	<u>\$ 158</u>	<u>\$ 1</u>	<u>\$ 157</u>

Seizure, Sale & Disbursement fund reports a payable to the General fund for costs collected and not paid until after year end. The General fund reports a payable to the Garnishment fund for overpayment of costs collected.

5. PAYABLES

Accounts payable and accrued expenses at December 31, 2017 consisted of the following:

<u>Class of payable</u>	<u>General fund</u>
Accounts payable	\$ 4,622
Due to City Marshal	2,445
Due to others	<u>1,030</u>
Total	<u>\$ 8,097</u>

6. ON-BEHALF PAYMENTS FOR BENEFITS

In accordance with Government Accounting Standards Board (GASB) Statement No. 24, the Marshal reports on-behalf salary and fringe benefit payments made by the City of Minden and the Webster Parish Police Jury to the Marshal's employees. The City and the Police Jury each pay a portion of salaries for the Marshal and his employees, as well as health insurance and retirement for the Marshal.

The Marshal is not legally responsible for retirement benefits. The City of Minden makes pension contributions for the qualified employees to the Municipal Employee Retirement System of Louisiana, a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Total payments are recorded as intergovernmental revenue and expenditures in the GAAP basis government-wide and General fund financial statements. \$11,046 was made by the City of Minden to the Municipal Employees Retirement System for the Marshal.

MINDEN CITY MARSHAL

Minden, Louisiana

Notes to Financial Statements

As of and for the year ended December 31, 2017

The City of Minden, Louisiana and the Webster Parish Police Jury made on-behalf payments of \$85,207 for the Marshal for the year ended December 31, 2017, as follows:

City of Minden, Louisiana	\$ 48,155
Webster Parish Police Jury	<u>37,052</u>
	<u>\$ 85,207</u>

7. INTERGOVERNMENTAL REVENUES

At the beginning of the fiscal year ending December 31, 2017, the Marshal and the City Court of Minden entered into an agreement for the City Court to provide a monthly allowance of \$1,000 to be used for accounting services throughout the year.

For the fiscal year ended December 31, 2017, total payments of \$12,000 were received from the City Court.

8. CHANGES IN AGENCY FUND BALANCES

	<u>Garnishment Fund</u>	<u>Seizure Fund</u>
Balance at December 31, 2016	\$ 184	\$ 1
Additions	136,685	-
Reductions	<u>(136,925)</u>	<u>-</u>
Balance at December 31, 2017	<u>\$ (56)</u>	<u>\$ 1</u>

The cash deficit in the Garnishment Fund is reported within due to others on the Statement of Fiduciary Net Position.

9. LITIGATION AND CLAIMS

The Marshal was not involved in any litigation as of December 31, 2017, nor was it aware of any unasserted claims. The Marshal is not a defendant in any litigation seeking damages from the Marshal. The Marshal estimates that any potential claims against the Marshal would not materially affect the financial statements.

10. SUBSEQUENT EVENTS

Subsequent events have been evaluated through February 26, 2020. This date represents the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

MINDEN CITY MARSHAL
Minden, Louisiana

Budgetary Comparison Schedule - General Fund
For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with
	<u>Original</u>	<u>Final</u>		Final Budget Favorable (Unfavorable)
REVENUES				
Charges for services:				
Civil fees	\$ 5,650	\$ 5,650	\$ 12,916	\$ 7,266
Dismissal fees & service sales	700	700	120	(580)
Criminal court costs	5,075	5,075	3,000	(2,075)
Other	-	-	891	891
Operating grants and contributions:				
Intergovernmental - revenues	-	-	12,000	12,000
TOTAL REVENUES	<u>11,425</u>	<u>11,425</u>	<u>28,927</u>	<u>17,502</u>
EXPENDITURES				
Judicial activities:				
Marshal's fees of office	5,300	5,300	12,236	(6,936)
Deputies & clerical	5,400	5,400	10,930	(5,530)
Office expense	350	350	629	(279)
Mortgage costs & fees	5	5	-	5
Subscriptions	75	75	-	75
Insurance - vehicle	225	225	-	225
Insurance - dishonesty bond	75	75	131	(56)
Accounting	2,063	2,063	2,110	(47)
Miscellaneous	125	125	588	(463)
TOTAL EXPENDITURES	<u>13,618</u>	<u>13,618</u>	<u>26,624</u>	<u>(13,006)</u>
Net change in fund balance	(2,193)	(2,193)	2,303	4,496
Fund balance - beginning of year	<u>(511)</u>	<u>(511)</u>	<u>(511)</u>	<u>-</u>
Fund balance - end of year	<u>\$ (2,704)</u>	<u>\$ (2,704)</u>	<u>\$ 1,792</u>	<u>\$ 4,496</u>

SUPPLEMENTARY INFORMATION

MINDEN CITY MARSHAL
Minden, LA

Schedule of Compensation, Benefits and Other Payments to the Agency Head
As of and for the year ended December 31, 2017

Agency Head Name: Jack R. Shelley, Marshal

Paid by City Marshal – Commissions and seizures	\$ 18,202
Paid by Webster Parish Police Jury:	
Salary	12,000
Benefits – health insurance	4,514
Benefits – retirement	5,523
Paid by City of Minden	
Salary	15,217
Benefits – health insurance	4,515
Benefits – retirement	<u>5,523</u>
Total	<u>\$ 65,494</u>

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**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the City Marshal Daniel Weaver
City of Minden, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Minden City Marshal and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Marshal's compliance with certain laws and regulations during the year ended December 31, 2017, included in the accompanying *Louisiana Attestation Questionnaire*. Management of the Minden City Marshal is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed 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 the 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.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$152,550, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2296 (the public bid law) or R.S. 39:1551-39:1775 (the state procurement code), whichever is applicable.

There were no expenditures exceeding \$30,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the requested information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the requested information.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list provided by management for procedures 3 appeared on the list provided by management for procedure 2.

Budgeting

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

Exception: Management did not adopt a budget for 2017.

6. Trace the budget adoption and amendments to the minute book.

Not applicable - no open meeting is required for an elected official to adopt the budget.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by 5% or more.

Exception: Management did not adopt a budget for 2017, therefore actual revenues and expenditures exceeded budgeted amounts by more than 5%.

Management's Response for #5 and #7: *Pertaining to the budget expenditures, I expect to monitor closely monies coming in and out of our office to keep our office running efficiently.*

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:
 - (a) trace disbursements to supporting documentation as to proper amount and payee;

Exception: We agreed disbursements to supporting documentation for five of the six selected disbursements. Supporting documentation was not provided for one disbursement.

- (b) determine if disbursements were properly coded to the correct fund and general ledger account; and

Exception: Five of six disbursements were properly coded to the correct fund and general ledger account.

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

Inspection of the images of the cancelled checks indicated approval from the Marshal for all invoices paid. We considered the signature of the Marshal on the cancelled check as approval of invoices paid.

Management's Response: I have implemented a filing procedure monthly that where bills are kept in order and a reference to where we can help in producing documents that will support disbursements out of our office. We also have made corrections of check writing procedures and managing of our accounts.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:11 through 42:28 (the open meetings law).

Not applicable - no open meeting is required for an elected official.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We examined all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advance, or gifts.

We noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

State Audit Law

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

Exception: The Minden City Marshal report was due June 30, 2018. The former Marshal did not provide for a timely report in accordance with R.S. 24:513.

Management's Response: I, Daniel Weaver, was sworn in as the Minden City Marshal on 11 February 2019. At that time, I was advised by the Louisiana State Auditor Office that there had not been an Audit or Review turned in to the State since 2016. At this time, I attempted to make sure that they receive a copy of such Audit's and Review's but learned that there had not been an Audit or Review conducted since 2015. At this time, I also learned that I had to do such Audits and Reviews prior to doing my Audits at the end of 2019. I then learned that there was not enough funding to pay for such Audits.

My goal for 2019 is to increase our fees pertaining to services into our office which should help in getting these Audit's and Review's conducted and paid for in a timely manner.

We are at current on the Non-Compliance List for the Marshal's Office for the State of Louisiana, which is an embarrassment to me and the City of Minden. My goal is to have 2016, 2017, 2018, and 2019 Audits and Reviews done and turned into the State Auditors Office by March 2020.

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

The former Minden City Marshal did not enter into any contracts that utilized state funds and were subject to the public bid law.

Prior-Year Comments

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

Management's Representation: *Our prior year report, dated February 21, 2020, included a late filing finding. Reports for 2016 and 2017 are now being filed by the newly elected Marshal to address the finding.*

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

This purpose of this report is solely to describe the scope of testing performed on the Minden City Marshal's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Wesley Martin & Cole LLC

Minden, Louisiana
February 26, 2020

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

February 21, 2020

Wise Martin & Cole, LLC
601 Main Street
Minden, LA 71055

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2017 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [] No []

Code of Ethics for Public Officials and Public Employees

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

Yes [] No []

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

Yes [] No []

Budgeting

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

Yes [] No []

Accounting and Reporting

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

Yes [] No []

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

Yes [] No []

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

Yes [] No []

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

Yes [] No []

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

Yes [] No []

OTHER INFORMATION

MINDEN CITY MARSHAL

Minden, Louisiana

Schedule of Prior Year Findings

As of and for the year ended December 31, 2017

2016-01 Late filing

The former Minden City Marshal did not file its annual report for the year ended December 31, 2016 by the due date.

Status: The newly elected Minden City Marshal is in the process of filing 2016 and 2017 annual reports.

MINDEN CITY MARSHAL

Minden, Louisiana

Schedule of Current Year Findings
As of and for the year ended December 31, 2017

2017-01 Late filing

Criteria: Louisiana Revised Statute 24:513 requires the review/attestation of the Minden City Marshal to be submitted to the Louisiana Legislative Auditor (LLA) no later than six months after the Marshal's year end. The due date for the report with a December 31, 2017 year end was June 30, 2018.

Condition: The Marshal did not file its annual report for the year ended December 31, 2017 by the due date.

Cause: Unknown.

Effect: Noncompliance with the requirements of Louisiana Revised Statute 24:513.

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

View of Responsible Official and Corrective Action Plan: *My goal is to have 2016, 2017, 2018, and 2019 Audits and Reviews done and turned into the State Auditors Office by March 2020.*