

THIRTY-SIXTH JUDICIAL DISTRICT
HEARING OFFICER ACCOUNT FUND
PARISH OF BEAUREGARD
STATE OF LOUISIANA

ANNUAL FINANCIAL STATEMENTS
WITH INDEPENDENT ACCOUNTANT'S REVIEW REPORT

DECEMBER 31, 2019

Table of Contents

	Statement	Page(s)
INDEPENDENT ACCOUNTANT’S REVIEW REPORT	-	1-2
BASIC FINANCIAL STATEMENTS:		
Statement of Net Position	A	4
Statement of Activities	B	5
Balance Sheet – Governmental Fund	C	6
Reconciliation of the Governmental Fund Balance Sheet to Statement of Net Position	D	7
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Fund	E	8
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Fund to the Statement of Activities	F	9
Notes to the Financial Statements	-	11-15
	Schedule	Page(s)
Required Supplemental Information		
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	1	17
Other Supplemental Information		
Schedule of Compensation, Benefits and Other Payments to Agency Head	2	19
Other Reports		
Schedule of Prior Year Findings	3	21
Schedule of Current Year Findings and Management’s Response	4	22
Independent Accountant’s Report on Applying Agreed-Upon Procedures	-	23-25
Louisiana Attestation Questionnaire	-	26-28

Windham & Reed, L.L.C.

Certified Public Accountants

1620 North Pine Street
DeRidder, LA 70634
Tel: (337) 462-3211
Fax: (337) 462-0640

John A. Windham, CPA
Charles M. Reed, Jr., CPA

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Thirty-Sixth Judicial District
Hearing Officer Account Fund
Parish of Beauregard
State of Louisiana

Report on the Financial Statements

We have reviewed the accompanying financial statements of the governmental activities and the major fund, of the Thirty-Sixth Judicial District Hearing Officer Account Fund, a component unit of the Beauregard Parish Police Jury, as of and for the year ended December 31, 2019, which collectively comprise the Thirty-Sixth Judicial District Hearing Officer Account Fund's basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Thirty-Sixth Judicial District Hearing Officer Account Fund's personnel. A review is substantially less in scope than an audit, the objective of which is the expression an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

The management of the Thirty-Sixth Judicial District Hearing Officer Account Fund is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee for the AICPA. 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 generally accepted accounting principles in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, and budgetary comparison schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is presented for purposes of additional analysis and is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The budgetary comparison schedule has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we are not aware of any material modifications that should be made thereto.

Management has omitted management's discussion and analysis information 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.

Other Supplementary Information

The accompanying other supplementary information, labeled as schedule of compensation, benefits and other payments to agency head or chief executive officer, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The other supplementary information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The other supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the other supplementary information and we do not express an opinion on such information.

Other Reporting Requirements

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated August 12, 2020 on the results of our agreed-upon procedures on page 23 through 25, and pages 26 through 28 present the Louisiana Attestation Questionnaire.

Windham & Reed CPA, L.L.C.



DeRidder, Louisiana
August 12, 2020

BASIC FINANCIAL STATEMENTS

Statement of Net Position
December 31, 2019

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 652,330
Grants receivable	10,074
Capital assets being depreciated - net	<u>85,833</u>
Total assets	<u>\$ 748,237</u>
LIABILITIES	
Accounts payable	<u>\$ -</u>
NET POSITION	
Net investment in capital assets	\$ 85,833
Unrestricted	<u>662,404</u>
Total net position	<u>\$ 748,237</u>
Total liabilities and net position	<u><u>\$ 748,237</u></u>

The accompanying notes are an integral part of this statement.

Statement of Activities
For the Year Ended December 31, 2019

Program Activities	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position Governmental Activities
		Capital Grants and Contributions	Operating Grants and Contributions	
Governmental activities:				
Judicial	\$ 57,184	\$ 78,490	\$ 139,929	\$ 161,235
General revenues:				
Investment earnings				\$ 1,742
Total general revenues				\$ 1,742
Change in net position				\$ 162,977
Net position at beginning of year				585,260
Net position at end of year				\$ 748,237

The accompanying notes are an integral part of this statement.

Balance Sheet
 Governmental Fund
 December 31, 2019

ASSETS	<u>Major Fund</u>
Assets:	
Cash and cash equivalents	\$ 652,330
Grants receivable	<u>10,074</u>
Total assets	<u>\$ 662,404</u>
 LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	<u>\$ -</u>
Fund Balances:	
Unassigned	<u>\$ 662,404</u>
Total liabilities and fund balances	<u>\$ 662,404</u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Governmental Fund Balance Sheet
to Statement of Net Position
December 31, 2019

Total fund balance - total governmental fund	\$ 662,404
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund balance sheet.	<u>85,833</u>
Net position of governmental activities	<u><u>\$ 748,237</u></u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Fund
 For the Year Ended December 31, 2019

	<u>Major Fund</u>
Revenues	
Intergovernmental:	
Federal grants	\$ 62,792
State grants	139,929
Local grants	15,698
Investment income	1,742
Total revenues	<u>\$ 220,161</u>
Expenditures	
Current	
Judicial:	
Personal services	\$ 24,000
Operating supplies	1,485
Contracted services	26,213
Capital outlay	91,319
Total expenditures	<u>\$ 143,017</u>
Net change in fund balance	\$ 77,144
Fund balances at beginning of year	<u>585,260</u>
Fund balances at end of year	<u><u>\$ 662,404</u></u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental
Fund to the Statement of Activities
For the Year Ended December 31, 2019

Net change in fund balances - total governmental funds	\$ 77,144
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.	91,319
Depreciation expense on capital assets is reported in the government- wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.	<u>(5,486)</u>
Change in net position of governmental activities	<u>\$ 162,977</u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

Thirty-Sixth Judicial District Hearing Officer Account Fund

Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

INTRODUCTION

The Thirty-Sixth Judicial District Hearing Officer Account Fund was established in compliance with Louisiana Revised Statutes 46:236.5 for the establishment of modification and enforcement of support obligations by authorizing the Chief Judge of the 36th Judicial district Court to nominate one or more Hearing Officers to hear support and support related matters, and to hire and employ any and all such other personnel deemed necessary to implement this procedure, all of who shall serve at his/her pleasure.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In July of 1984, the GASB issued Statement 1, which provided that all statements and interpretations issued by the National Council on Governmental Accounting (NCGA) continue as generally accepted accounting principles until altered, amending, supplemented, revoked, or superseded by subsequent GASB pronouncements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying basic financial statements of the Thirty-Sixth Judicial District Hearing Officer Account Fund have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999.

B. Reporting Entity

The Judge of the Thirty-Sixth Judicial District Hearing Officer Account Fund is an independently elected official; however, the Thirty-Sixth Judicial District Hearing Officer Account Fund is fiscally dependent on the Beauregard Parish Police Jury. The Police Jury maintains and operates the parish court house in which the Thirty-Sixth Judicial District Hearing Officer Account Fund is located and provides funds for equipment and furniture of the office. Because the Thirty-Sixth Judicial District Hearing Officer Account Fund is fiscally dependent on the Police Jury, the Thirty-Sixth Judicial District Hearing Officer Account Fund was determined to be a component unit of the Beauregard Parish Police Jury, the financial reporting entity.

C. Fund Accounting

The Hearing Officer Account uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain board functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all of the Hearing Officer Account's general activities. This fund focuses 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 entity. The following is the Hearing Officer Account's governmental fund:

Thirty-Sixth Judicial District Hearing Officer Account Fund

Notes to the Financial Statements (Continued)

Thirty-Sixth Judicial District Hearing Officer Account Fund – the primary operating fund of the Hearing Officer Account and it accounts for all financial resources, except for those in another fund. The Thirty-Sixth Judicial District Hearing Officer Account Fund is available for any purpose provided it is expending or transferred in accordance with state and federal laws and according to board policy.

D. Measurement Focus/Basis of Accounting

Fund Financial Statements (FFS)

The amounts reflected in the Thirty-Sixth Judicial District Hearing Officer Account Fund, of Statements C and E, 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 balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Thirty-Sixth Judicial District Hearing Officer Account Fund's operations.

The amounts reflected in the Thirty-Sixth Judicial District Hearing Officer Account Fund, of Statements C and E, 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 Thirty-Sixth Judicial District Hearing Officer Account Fund considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are recognized when they become measurable and available as net current assets. Intergovernmental revenues are recorded when the Thirty-Sixth Judicial District Hearing Officer Account Fund is entitled to the funds. Interest income is recognized when the related time deposit matures.

Expenditures

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

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Thirty-Sixth Judicial District Hearing Officer Account Fund as a whole. These statements include all the financial activities of the Thirty-Sixth Judicial District Hearing Officer Account Fund. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, 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). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Thirty-Sixth Judicial District Hearing Officer Account Fund

Notes to the Financial Statements (Continued)

Program Revenues – Program revenues included in the column labeled Statement of Activities (Statement B) are derived directly from board users as a fee for services; program revenues reduce the cost of the function to be financed from the board's general revenues.

When both restricted and unrestricted resources are available for use, it is the entity's policy to use restricted resources first, and then unrestricted resources, as they are needed.

The Thirty-Sixth Judicial District Hearing Officer Account Fund has not established a policy for use of the unrestricted fund balance, therefore it considers committed fund balances to be used first, then assigned fund balances to be used next and finally the unassigned fund balance will be used.

E. Budgets

The financial administrator prepares the proposed budget. Amended budgets are prepared in the same manner when a variance greater than five percent exists between budgeted and actual amounts. The proposed budget for December 31, 2019 was made available for inspection on December 14, 2018. The proposed budget, prepared on the modified accrual basis of accounting, and the public hearing were held at the Thirty-Sixth Judicial District Hearing Officer Account Fund on December 14, 2018, for comments from taxpayers. The budget is legally adopted and amended as necessary.

Expenditure appropriations lapse at year-end. Unexpending appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Neither encumbrance accounting nor formal integration of the budget into the accounting records is employed as a management control device. However, periodic comparisons of budget and actual amounts are made. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. Cash and Cash Equivalents

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

G. Fund Balance

Unassigned: Unassigned fund balance is the residual classification for the Thirty-Sixth Judicial District Hearing Officer Account Fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the Thirty-Sixth Judicial District Hearing Officer Account Fund.

H. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Thirty-Sixth Judicial District Hearing Officer Account Fund, which are either unusual in nature or infrequent in occurrence.

I. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported

Thirty-Sixth Judicial District Hearing Officer Account Fund

Notes to the Financial Statements (Continued)

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 expenditures during the reporting period. Actual results could differ from those estimates.

J. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Thirty-Sixth Judicial District Hearing Officer Account Fund maintains a threshold of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. 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 useful lives:

Description	Estimated Lives
Land improvements	20-50 years
Building and building improvements	30-50 years
Furniture and fixtures	5-15 years
Vehicles	5-15 years

K. Subsequent Events

The accounting records of the Thirty-Sixth Judicial District Hearing Officer Account Fund were reviewed subsequent to year end and through the date the auditor’s report was issued for subsequent events that could materially affect the financial statements. No subsequent events were found during this period that would materially affect the financial statements.

2. CASH AND CASH EQUIVALENTS

At December 31, 2019, the Thirty-Sixth Judicial District Hearing Officer Account Fund has cash and cash equivalents (book balances) totaling 652,330 as follows:

Special Public Funds Checking	\$ 485,305
Time deposits	167,025
Total	<u>\$ 652,330</u>

The cash and cash equivalents of the Thirty-Sixth Judicial District Hearing Officer Account Fund are subject to the following risk:

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. 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. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Thirty-Sixth Judicial District Hearing Officer Account Fund that the fiscal agent bank has failed to pay

Thirty-Sixth Judicial District Hearing Officer Account Fund

Notes to the Financial Statements (Concluded)

deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Thirty-Sixth Judicial District Hearing Officer Account Fund's name.

At December 31, 2019, the Thirty-Sixth Judicial District Hearing Officer Account Fund had \$659,206 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance and \$409,206 of pledged securities held by an unaffiliated bank of the pledger bank. These pledged securities are deemed by law to be under the control and possession and in the name of the Thirty-Sixth Judicial District Hearing Officer Account Fund.

3. RECEIVABLES

The following is a summary of receivables at December 31, 2019:

Louisiana Supreme Court \$ 10,074

4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the twelve months ending December 31, 2019 is as follows:

<u>Governmental activities</u>	<u>Balance December 31, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance December 31, 2019</u>
Equipment	<u>\$ -</u>	<u>\$ 91,319</u>	<u>\$ -</u>	<u>\$ 91,319</u>
Less accumulated depreciation: Equipment	<u>-</u>	<u>5,486</u>	<u>-</u>	<u>5,486</u>
Capital assets, net	<u><u>\$ -</u></u>	<u><u>\$ 85,833</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 85,833</u></u>

Depreciation expense of \$5,486 for the year ended December 31, 2019 was charged to the following governmental functions:

Judicial \$ 5,486

REQUIRED SUPPLEMENTAL INFORMATION

Thirty-Sixth Judicial District
Hearing Officer Account Fund

Schedule 1

Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual
For the Year Ended December 31, 2019

	Budgeted Amounts		Actual Amount	Budget to Actual differences over (under)
	Original	Final		
Revenues				
Intergovernmental:				
Federal grants	\$ -	\$ 62,792	\$ 62,792	\$ -
State grants	105,650	139,419	139,929	510
Local grants	-	15,698	15,698	-
Investment income	1,889	1,742	1,742	-
Total revenues	<u>\$ 107,539</u>	<u>\$ 219,651</u>	<u>\$ 220,161</u>	<u>\$ 510</u>
Expenditures				
Current Judicial				
Personal services	\$ 25,000	\$ 24,000	\$ 24,000	\$ -
Operating supplies	-	1,485	1,485	-
Contracted services	5,385	26,213	26,213	-
Capital outlay	-	91,319	91,319	-
Total expenditures	<u>\$ 30,385</u>	<u>\$ 143,017</u>	<u>\$ 143,017</u>	<u>\$ -</u>
Net change in fund balance	\$ 77,154	\$ 76,634	\$ 77,144	\$ 510
Fund balances at beginning of year	<u>580,000</u>	<u>585,260</u>	<u>585,260</u>	<u>-</u>
Fund balances at end of year	<u><u>\$ 657,154</u></u>	<u><u>\$ 661,894</u></u>	<u><u>\$ 662,404</u></u>	<u><u>\$ 510</u></u>

OTHER SUPPLEMENTAL INFORMATION

Thirty-Sixth Judicial District
Hearing Officer Account Fund

Schedule 2

Schedule of Compensation, Benefits and
Other Payments to Agency Head
For the Year Ended December 31, 2019

Agency Head Name - Honorable Martha O'Neal

<u>Purpose</u>	<u>Amount</u>
Contract labor	\$ -
Benefits - insurance	-
Benefits - retirement	-
Deferred compensation	-
Benefits - other	-
Car allowance	-
Vehicle provided by government	-
Cell phone	-
Dues	-
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Housing	-
Unvouchered expenses	-
Special meals	-
Other	-

The agency head receives no compensation.

OTHER INFORMATION

Thirty-Sixth Judicial District
Hearing Officer Account Fund

Schedule 3

Schedule of Prior Year Findings
For the Year ended December 31, 2019

There were no prior year findings as of December 31, 2018.

Schedule of Current Year Findings and Management's Response
For the Year Ended December 31, 2019

There were no current year findings as of December 31, 2019.

Windham & Reed, L.L.C.

Certified Public Accountants

1620 North Pine Street
DeRidder, LA 70634
Tel: (337) 462-3211
Fax: (337) 462-0640

John A. Windham, CPA
Charles M. Reed, Jr., CPA

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Thirty-Sixth Judicial District
Hearing Officer Account Fund
Parish of Beauregard
State of Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of the Thirty-Sixth Judicial District Hearing Officer Account Fund and the Louisiana Legislative Auditor (the specified parties, on the Thirty-Sixth Judicial District Hearing Officer Account Fund's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2019, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Thirty-Sixth Judicial District Hearing Officer Account Fund's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose. The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$157,700. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures made during the year which exceeded \$30,000 for materials and supplies, or \$157,700 for public works.

Code of Ethics for Public Officials and Public Employees

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

Not Applicable – no board members

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

Not Applicable – no employees

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

Not Applicable

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

Not Applicable

Budgeting

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

Management provided us with the requested information.

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

Not Applicable – no minutes

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Revenues for the year did not exceed budgeted amounts by less than 5%. Expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and: (a) report whether the six disbursements agree to the amount and payee in the supporting documentation, (b) report whether the six disbursements are coded to the correct fund and general ledger account, and (c) report whether the six disbursements were approved in accordance with management's policies and procedures.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation, were properly coded to the correct fund and general ledger account, and were approved in accordance with management's policies and procedures.

Meetings

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

Not Applicable – no meetings

Debt

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

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

Advances and Bonuses

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

Not Applicable – no employees or minutes

State Audit Law

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

Thirty-Sixth Judicial District Hearing Officer Account Fund's report, due on June 30, 2020, was granted a three month extension due to the Coronavirus pandemic and the report will be timely submitted.

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

Management represented that the Thirty-Sixth Judicial District Hearing Officer Account Fund was not on the noncompliance list at any time during the fiscal year. Management further represented that the Thirty-Sixth Judicial District Hearing Officer Account Fund did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior-Year Comments

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

There were no prior-year suggestions, recommendations or comments.

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

The purpose of this report is solely to describe the scope of testing performed on the Thirty-Sixth Judicial District Hearing Officer Account Fund'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.

Windham & Reed CPA, L.L.C.



DeRidder, Louisiana
August 12, 2020

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

July 29, 2020 (Date Transmitted)

Windham & Reed, L.L.C. CPA (CPA Firm Name)
1620 N. Pine St. (CPA Firm Address)
DeRidder, LA. 70634 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2019 (date) 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

Meetings

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

Yes No []

Debt

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

Yes No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No []

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No []

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

Yes No []

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

Yes No []

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No []

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No []

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

