

TOWN OF MANGHAM, LOUISIANA

*Independent Accountants' Report on
Applying Agreed Upon Procedures*

For the Period January 1, 2019 through December 31, 2024

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED UPON PROCEDURES

Honorable Mayor and Board of Aldermen of
The Town of Mangham, Louisiana

We have performed the procedures enumerated below on the Police Department fines and tickets and also the Water Works billing system for water customers of the Town of Mangham, Louisiana (the Town). The Town's management is responsible for both collection of fines and tickets and also water bill collections.

The Town has agreed and acknowledged that the procedures performed are appropriate to meet the intended purpose of the Town. 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. Compare daily cash collection reports from Mangham Police Department to the cash payments posted in Quick PD (criminal tracking system); if not on QPD, then look on the QPD list for all payments other than cash.**

Results – Our procedures identified the following items for each year examined:

2019:

- a. Four offenders that were found on the daily cash reports could not be located in the Quick PD system for cash payments listing or the Quick PD system for all other forms of payment listing.
- b. Four offenders were found on the daily cash reports, but the amount reported as collected was for more than the amount listed in the Quick PD reports.
- c. Two offenders were given written receipts for payment, but neither could not be found on either Quick PD report nor on the daily cash reports for that day
- d. There were no daily cash reports after June 29, 2019; \$8,315 on the Quick PD cash report could not be verified to a daily cash report.
- e. One receipt book was located in storage for the dates of 5/13/2019-11/1/2019. The Police Department did not provide receipt books they maintained for any subsequent years. Multiple receipts in this receipt book could not be reconciled to the daily cash reports, cash payment or other forms of payment reports. Some tickets referenced in this receipt book were not found to be entered in the Quick PD system.

2020:

- a. There were no daily cash reports available to review; \$16,384 could not be verified to a daily cash report.

2021:

- a. Two offenders located on the daily cash reports could not be found on either Quick PD listing. Four offenders located on the daily cash reports were found on the Quick PD listings, but the amount listed as paid was for less than reported on the daily cash report.
- b. There were no daily cash reports for Jan-May 2021; \$4,375 could not be verified to a daily cash report for these months.
- c. There were 15 offenders on the Quick PD cash report that could not be traced to a daily cash report \$3,247.

2022:

- a. One offender was found on the daily cash report but could not be located on the Quick PD listings. Two offenders were found on the daily cash report and the Quick PD listings but for different amounts.
- b. There were 28 offenders on the Quick PD cash report that could not be traced to a daily cash report; \$7,371.

2023:

- a. There were no daily cash reports for January, February and March 2023.
- b. Eight offenders recorded on the daily cash reports and also on the Quick PD cash reports, but for different amounts.
- c. One offender was found on the daily cash report with nothing listed on the Quick PD reports.
- d. Thirteen offenders were listed on the Quick PD cash report but could not be traced to a daily cash report; \$6,609.

2024:

- a. One offender was listed on the daily cash report and on the Quick PD cash report, but for different amounts.
- b. Two offenders were listed on the daily cash report but neither was listed on either Quick PD reports.
- c. Thirty-one offenders on the Quick PD report could not be traced to a daily cash report; \$7,165.
- d. In August 2024, a policy was implemented to stop taking cash payments. We found the Police Department continued to accept cash payments until January 2025.

2. **Offenders searched, by ticket number, from the Quick PD cash report to the AMS (collection agency) report. If they are reported on the cash report they should not be on the collection agency report.**

Results – Our procedures identified the following items:

- a. Twenty-three offenders who were listed on the Quick PD cash report were also listed on the AMS report as unpaid. The AMS report also shows a past due, or delinquent amount owed. This totaled \$8,565. These offenders paid fines to the Police Department but the ticket was not removed from collections.
3. **All unpaid traffic ticket and fines register from 1/1/2019-4/28/2025 was examined to see what was outstanding, which is \$335,416 as of 4/28/2025. The Town is working with the attorney to address sending letters to the outstanding ticket holders that were never sent to collections. Policies have been put in place at Town Hall for ticket and fines collections and the Police Department no longer collects payments or process tickets after the tickets have been issued.**
4. **Review of the META Traffic system (traffic camera). The original purpose of the META traffic system was to assist the Town of Mangham, LA in creating a safer environment for the residents through traffic law enforcement.**

Results – Our procedures identified the following items:

- a. The META traffic system does not allow for running reports for paid tickets or tickets that have been dismissed.
- b. Money (cash, checks and money orders) was collected by the Police Department and mailed directly to the META traffic system offices located in Harrisonburg, LA. The Chief and one officer had access to the system with the ability to dismiss and/or lower fines to a warning without any other approval.
- c. The Town receives no documentation on paid tickets or dismissed tickets from the Police Department. There is no good way to see what money was collected since there are no receipts to compare to tickets. A better system should be put in place that compares actual receipts to the ticket that was paid.
- d. In 2021, there was one instance where on one of the police officer's daily patrol log, he accepted a cash payment on site when issuing a speeding ticket site. The payment was short of the required amount and the officer stated that he would pay the remainder if offender failed to pay at a specified time. The offender's collection report still shows he owes the total amount of the ticket and no proof of payment could be found.
5. **Test and reconcile adjustments and write-offs not approved by the Mayor or Aldermen in the Waterworks billing system maintained by the Town.**

Results – Our procedures identified the following items:

For the years 2019-2023, starting with the adjustment report that is produced from the Water Works billing system, we identified adjustments with date of payment and compared this to the daily water log maintained by the Town. This was compared to the individual account history and all payments by month recorded in the water system billing.

5. Test and reconcile adjustments and write-offs not approved by the Mayor or Aldermen in the Waterworks billing system maintained by the Town (continued)

All daily water payment logs could not be located. Of the ones located, we noted that 17 adjustments for payment could not be verified as paid when compared to the daily payment logs nor could a receipt of payment be found. There was also no payment credited in the individual's account history. All payments were reviewed by month that were recorded in the water system billing.

A bad debt report was run for all accounts written off without Mayor or Aldermen approval for the same time period noted above. In November 1984, the Aldermen passed an ordinance providing for the payment of water, garbage and sewer fees by the owner of the land which a water connection is situated, in cases in which lessees or other occupant fails to pay, and providing for a lien on such lands. Of the 36 accounts written off without authorization, 15 were owners of trailers renting in the same trailer park. Most of these dated for the years 2020-2022. According to the ordinance, these accounts should not have been written off, but charged back to the trailer park owner.

Prior to August 2024, there was no policy regarding adjustments to water customers, but there was an ordinance for bad debts that was not followed consistently or not at all.

6. Segregation of Duties Related to Tickets, Fines and Water System Collections

From 2019-2023 there was only one employee at City Hall (town Clerk) that had the ability to take all forms of payment, make adjustments to customer water accounts, had access to the Quick PD cash system, and the AMS reporting system. This was noted in the schedule of findings and questioned costs for each of those years' audit reports as to segregation of duties.

We were engaged by the Town of Mangham, Louisiana to perform this agreed upon procedures engagement and conduct our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the matter of which would be the expression of an opinion or conclusion, respectively on the procedures. 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 Town 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 for the information and use of the Town of Mangham, Louisiana and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than those specified parties.

David M. Naud, CPA (APAC)

West Monroe, Louisiana
June 24, 2025