



29th Judicial District Court

ST. CHARLES PARISH

JUDICIAL EXPENSE FUND

HAHNVILLE, LOUISIANA

FINANCIAL REPORT

As of and for the Year Ended December 31, 2019

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**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

As of and for the year ended December 31, 2019

TABLE OF CONTENTS

	Statement	Page
Independent Auditor's Report		3
Financial Statements:		
<i>Government-Wide Financial Statements</i>		
Statement of Net Position	A	5
Statement of Activities	B	6
<i>Fund Financial Statements</i>		
Balance Sheet – Governmental Funds	C	7
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds	D	8
Reconciliation of the Governmental Fund Balance Sheet to the Government-wide Statement of Net Position	E	9
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	F	10
Notes to the Financial Statements		11
	Schedule	Page
Required Supplemental Information		
Budgetary Comparison Schedule – General Fund	1	22
Supplemental Information		
Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer	2	23
Schedule of Expenditures of Federal Awards	3	26

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

As of and for the year ended December 31, 2019

Other Report Required By *Government Auditing Standards*

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	27
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Reports by Management

Summary Schedule of Prior Audit Findings	4	29
Corrective Action Plan for Current Year Audit Findings	5	30



INDEPENDENT AUDITOR'S REPORT

**To The Judges
Twenty-Ninth Judicial District
Judicial Clerk's Fund
Hahnville, Louisiana**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Twenty-Ninth Judicial District Judicial Clerk's Fund (the Court) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Court, as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedule – General Fund on page 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Court's basic financial statements. The accompanying supplementary information, *Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officers*, and *Schedule of Expenditures of Federal Awards* on page 23-26 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The *Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officers*, and *Schedule of Expenditures of Federal Awards* are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the *Budgetary Comparison Schedule – General Fund*, *Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officers* and *Schedule of Expenditures of Federal Awards*, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 26, 2020, on our consideration of the department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Court's internal control over financial reporting and compliance.



Thibodaux, Louisiana
June 26, 2020

FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND**

**Statement of Net Position
December 31, 2019**

	<u>Governmental Activities</u>
Assets	
Cash and cash equivalents	\$ 1,422,725
Due from other governments	94,700
Grant receivable	131,526
Due from employee	775
Prepaid items	4,418
Capital assets, net of depreciation	6,172
Total assets	<u><u>1,660,316</u></u>
 Liabilities	
Accounts payable	44,257
Due to Supreme Court	-
Total liabilities	<u><u>44,257</u></u>
 Deferred Inflows of Resources	
Grants	3,083
Total deferred inflows of resources	<u><u>3,083</u></u>
 Net position	
Net investment in capital assets	6,172
Unrestricted	1,606,804
Total net position	<u><u>\$ 1,612,976</u></u>

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND**

**Statement of Activities
For the Year ended December 31, 2019**

<u>Functions/Programs</u>	<u>Expenses</u>	Program Revenues			<u>Net (Expense) Revenue and Increase (Decrease) in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants & Contributions</u>	<u>Capital Grants & Contributions</u>	
Governmental activities:					
Judicial Court - General	\$ 479,352	\$ 365,557	\$ -	\$ -	\$ (113,795)
FINS Court	40,552	-	37,248	-	(3,304)
Family Intervention Court	12,651	-	12,600	-	(51)
Adult Drug Court	173,061	18,383	156,157	-	1,479
Total governmental activities:	<u>\$ 705,617</u>	<u>\$ 383,941</u>	<u>\$ 206,004</u>	<u>\$ -</u>	<u>\$ (115,672)</u>
General revenues:					
Interest				\$ 1,562	
Total general revenues					\$ 1,562
Increase (decrease) in net position					(114,109)
Net position - beginning of the year					<u>1,727,085</u>
Net position - end of the year					<u>\$ 1,612,976</u>

The accompanying notes are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND**

**Balance Sheet - Governmental Funds
December 31, 2019**

	Special Revenue Funds				Total (Memo only)
	General Fund	Families In Need Of Services	Adult Drug Court Program	Family Intervention Court	
ASSETS					
Cash	\$ 1,408,959	\$ 9,563	\$ 1,154	\$ 3,049	\$ 1,422,725
Due from other governments	82,425	-	9,275	3,000	94,700
Grant receivable	131,526	-	-	-	131,526
Reimbursement receivable	775	-	-	-	775
Prepaid items	1,335	3,083	-	-	4,418
Total assets	<u>1,625,020</u>	<u>12,647</u>	<u>10,429</u>	<u>6,049</u>	<u>1,654,144</u>
LIABILITIES AND FUND BALANCE					
Liabilities					
Accounts payable	27,930	-	10,327	6,000	44,257
Due to Louisiana Supreme Court	-	-	-	-	-
Total liabilities	<u>27,930</u>	<u>-</u>	<u>10,327</u>	<u>6,000</u>	<u>44,257</u>
Fund balance					
Restricted for special purposes	-	12,647	102	49	12,798
Unreserved - unassigned	1,597,089	-	-	-	1,597,089
Total fund balance	<u>1,597,089</u>	<u>12,647</u>	<u>102</u>	<u>49</u>	<u>1,609,887</u>
Total liabilities and fund balance	<u>\$ 1,625,019</u>	<u>\$ 12,647</u>	<u>\$ 10,429</u>	<u>\$ 6,049</u>	<u>\$ 1,654,144</u>

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND**
Statement of Revenues, Expenditures, and Change in Fund Balance
Governmental Fund
For the Year ended December 31, 2019

	<u>Special Revenue Funds</u>				<u>Total (Memo only)</u>
	<u>General Fund</u>	<u>Families in Need of Services Program</u>	<u>Adult Drug Court Program</u>	<u>Family Intervention Court</u>	
REVENUES					
Criminal Fees	\$ 329,538	\$ -	\$ -	\$ -	\$ 329,538
Civil Fees	21,945	-	-	-	21,945
ATD Grant	12,496				12,496
Drug Court TANF	-	-	89,976	-	89,976
Drug Court Non TANF	-	-	65,431	-	65,431
FINS Grant	-	37,212	-	-	37,212
Drug Participant Fees	-	-	18,383	-	18,383
Family Intervention	-	-	-	12,600	12,600
Reimbursements	1,578	-	-	-	1,578
Interest	1,539	15	9	-	1,562
Total revenues	<u>\$ 367,096</u>	<u>\$ 37,227</u>	<u>\$ 173,799</u>	<u>\$ 12,600</u>	<u>\$ 590,722</u>
EXPENDITURES					
Dues & Publication	\$ 3,095	\$ 100	\$ 154	\$ -	\$ 3,349
Office Expenses	5,337	116	-	51	5,504
Personnel Services & Benefits	30,369	-	-	-	30,369
Professional Services	396,447	40,078	1,806	-	438,331
Treatment & Testing	-	-	74,406	12,600	87,006
Insurance	2,284	-	-	-	2,284
Meetings / Meals	587	-	-	-	587
Travel / Workshops	17,754	34	7,475	-	25,262
Telephone	1,607	-	8	-	1,615
ATD Grant expense	21,833	-	-	-	21,833
TANF Federal Expenses	-	-	88,859	-	88,859
Capital Outlay	3,859	-	1,861	-	5,719
Total expenditures	<u>483,171</u>	<u>40,328</u>	<u>174,568</u>	<u>12,651</u>	<u>710,718</u>
Excess of revenues over/(under) expenditures	(116,075)	(3,101)	(769)	(51)	(119,996)
Other Financing Sources (Uses):					
Transfers In (Out)	(100)	-	-	100	-
Total other financing sources (uses)	<u>(100)</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>-</u>
Net increase (decrease) in fund balance	(116,175)	(3,101)	(769)	49	(119,996)
FUND BALANCE					
Beginning of year	1,713,264	15,748	871	-	1,729,883
End of year	<u>\$ 1,597,089</u>	<u>\$ 12,647</u>	<u>\$ 102</u>	<u>\$ 49</u>	<u>\$ 1,609,887</u>

The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Reconciliation of the Governmental Funds Balance Sheet
To the Statement of Net Position
December 31, 2019**

Total fund balance for governmental funds at December 31, 2019	\$ 1,609,887
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Total net position reported for governmental activities are not financial resources in the current period and, therefore, are not reported in the funds. Those assets consist of:

Equipment, net of \$28,334 accumulated depreciation	6,172
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Long-term liabilities are not reported as fund liabilities because they are not due and payable in the current period, but they are presented as liabilities in the statement of net position. Those liabilities consist of:

Deferred inflows	<u>(3,083)</u>
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Total net position of governmental activities at December 31, 2019	<u>\$ 1,612,976</u>
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The accompanying notes are an integral part of the basic financial statements.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

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

Total net changes in fund balance at December 31, 2019 per Statement of Revenues, Expenditures, and Changes in Fund Balances	\$	(119,996)
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Total change in net position reported for governmental activities in the Statement of Activities is different because:

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay which is considered expenditures on Statement of Revenues, Expenditures, and Changes in Fund Balances	5,719	
Basis of capital assets removed from service	-0-	
Depreciation expense for the year ending December 31, 2019	<u>(618)</u>	5,100

Generally expenditures recognized in the fund financial statements are limited to only those that use current financial resources but expenses and liability are reported in the statement of activities when they are incurred.

Unavailable revenue		<u>787</u>
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Total changes in net position at December 31, 2019 per Statement of Activities	\$	<u>(114,109)</u>
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**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

INTRODUCTION

The Twenty-Ninth Judicial District Clerk's Fund, (the Court) State of Louisiana was established under the Louisiana Revised Statute 13:996.13-15 for the purpose of collecting funds to pay for the judicial and courtroom expenses necessary for the efficient operation of the court. The Judicial Clerk's Fund also manages the operation of the Adult Drug Court Program, Family Intervention Court, and Families In Need of Services (FINS) Program. These programs are authorized by the legislature and receive funding primarily from federal and state grants. The Court is comprised of three independently elected judges with 6-year terms.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Court have been prepared in conformity with generally accepted accounting principles (GAAP) 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.

A. Reporting entity

Under Governmental Accounting and Financial Standards Section 2100, the financial reporting entity consists of the primary government and its component units. As the governing authority of the parish, the St. Charles Parish Council is considered to be the primary government for financial reporting purposes for the Parish of St. Charles.

Component units are defined as legally separate organizations for which the elected officials of the primary government are financially accountable. The criteria used in determining whether financial accountability exists include:

1. Appointing a voting majority of an organization's governing body.
 - a. The ability of the council to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or imposes specific financial burdens on the council.
2. Organizations for which the council does not appoint a voting majority but are fiscally dependent on the council.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Management has determined that the Twenty - Ninth Judicial District Judicial Clerk's Fund is not considered a component unit of the parish if applying the criteria above. Instead the Court is considered to be a "standalone" special purpose government. This decision is based on the following:

- a. The Court enjoys a separate legal standing from the Parish Council and other governmental entities. The Court has the ability to sue or be sued in its own name.
- b. The Parish Council does not appoint the Judges. The Judges' position was created by Article V, Section 21:24 of the Louisiana Constitution of 1974. The Judges' are a separately elected official elected by the citizenry in a general, popular election.
- c. The Parish Council does not have the ability to impose its will on the Judges. The Parish Council cannot remove the Judges from office. The day-to-day operations of the Court's office are under the responsibility and control of no one other than the Judges.
- d. The Court does not provide a significant financial benefit or burden to the Parish Council. While the Parish Council does provide the Judges' with a certain amount of its office space at no cost and pays a certain amount of operating expenses on behalf of the Court, these transactions are not considered significant enough to make the Parish Council financially accountable for the Court's Office.
- e. The Court is not fiscally dependent on the Parish. The primary sources of funding for the Court include state and federal grants and licenses and fees on behalf of other governmental entities.

Therefore, the accompanying financial statements of the Court are separate and apart from the Parish Council. The financial statements include all funds and account groups, as well as component units, of the Court.

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

The statement of net position and statement of activities display information about the reporting government as a whole. They include the fund of the reporting entity, which is considered to be a governmental activity. The statement of activities presents a comparison between direct expenses and program revenues for each function of the Court's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

The accounts of the Court are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The fund of the Court is classified as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major funds of the Court are described below:

Governmental Funds -

General Fund

The General Fund is the principal fund of the Judicial Clerk's Fund and is used to account for the operations of the Court's office. General revenues are accounted for in this fund. General operating expenditures are paid from this fund.

Special Revenue Funds

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

Special Revenue Funds are used to account for and report the proceeds of specific revenues sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

The Court has established two special revenue funds. The following are brief descriptions for the purpose of each special revenues fund.

1. Adult Drug Court Fund – The Adult Drug Court Fund accounts for the operation of the adult drug court, has one program director, and pays for drug prevention and treatment programs as directed by the court. The fund receives revenues from a state grant through the Supreme Court of the State of Louisiana and a federal grant from the Temporary Assistance for Needy Families Program (TANF) passed through the Supreme Court.
2. Families In Need of Services Fund (FINS) - The FINS Fund receives a state grant in order to provide funding for addressing the needs of children and families before they enter the legal system.
3. Family Intervention Court – The Family Intervention Court receives a state grant in order to provide funding for mental health and substance use treatment and counseling services to adult and youth FIC participants.

C. Measurement Focus / Basis of Accounting

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

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 Court as a whole. These statements include all the financial activities of the Court. 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.

Fund Financial Statements (FFS)

The amounts reflected in the Governmental Funds of Statements C and D, are accounted

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

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 Court wide operations.

The amounts reflected in the Governmental Funds of Statements C and D, 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 Court 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 generally recognized when they become measurable and available as net current assets.

Expenditures –

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

D. Budgets and Budgetary Accounting

As required by the Louisiana Revised Statutes 39:1303, the Judges are required to adopt a budget for the Court's general fund. The Judges follow these procedures in establishing the budgetary data reflected in the financial statements:

1. The Judges' office prepares a proposed budget for the general revenue funds and submits it to the Judges for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

3. A public hearing held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts shown are as originally adopted and as amended. Budget amendments are passed on an as-needed basis, and a balance budget is required.

E. Encumbrances

The court does not use encumbrance accounting.

F. Cash and cash equivalents

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents also include amounts in time deposits and those other investments with original maturities of 90 days or less. Under state law, the Court 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. Receivables

The Court considers all receivables to be collectible; therefore, no allowance has been established for doubtful accounts. If uncollectible amounts are identified, necessary adjustments are made when information becomes available. These amounts are not considered to be material to the financial statements.

H. Inventories

Physical inventories consist of expendable supplies held for consumption. Because inventories are expended within one operating cycle they are recorded as expenditures when paid for and are not recorded as an inventory asset.

I. Capital assets

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) 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 Court maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Positions and Statement of Activities. Since surplus assets are disposed of or 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 Life
Equipment	5-7

J. Equity Classifications

In the Government-Wide statements, equity is classified as Net Position and displayed in three components:

- a. Net investment in capital assets — Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted Net Position — Consists of Net Position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted Net Position — All other Net Position that does not meet the definition of "restricted" or "net investment in capital assets".

In the fund financial statements, governmental fund equity is classified as fund balance. As such, fund balance of the governmental fund is classified as follows:

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

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

- b. Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed - amounts that can be used only for specific purposes determined by a formal decision of the Court, which is the highest level of decision-making authority.
- d. Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. These amounts are assigned based upon authority of the Court.
- e. Unassigned - all other spendable amounts.

When an expenditure is incurred for the purposed for which both restricted and unrestricted fund balance is available, the Court considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Court considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Court has provided otherwise in its commitment or assignment actions.

K. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

L. Deferred Outflows of Resources and Deferred Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources, which represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expenses/expenditure) until then. The Court does not have an item that qualify for reporting in this category this year.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources, which represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. The Court has items that qualifies for reporting in this category, a deferred inflow of resources related to the grants received from the Louisiana Supreme Court for reimbursement of cost associated with the Adult Drug Court Program and

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

Families in Need of Services Program. Unavailable revenue is reported only in the governmental funds.

M. Subsequent Events

Subsequent to year-end, the Court has been affected by the worldwide coronavirus pandemic which has impacted the local economy. As of the date of the issuance of these financial statements, the full impact to the Court's financial position is unknown.

The subsequent events of the organization were evaluated through the date of the financial statements were available to be issued (June 26, 2020).

NOTE 2. CASH AND CASH EQUIVALENTS

At December 31, 2019, the Court has cash balances (book balances) totaling \$1,422,725 as follows:

Demand Deposits	<u>\$ 1,422,725</u>
Total	<u>\$ 1,422,725</u>

These deposits are stated at cost, which approximate market. Under state law, these deposits or 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 the amount on deposit with the fiscal agent. These securities must be held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

NOTE 3. CUSTODIAL CREDIT RISK

Custodial credit risk is the risk in the event of a bank failure, the Court's deposits may not be returned to it. The Court does not have a policy for custodial credit risk. At December 31, 2019, the Court has \$1,455,925 in deposits (collected) bank balance. The deposits were secured from risk by federal deposits insurance and pledged securities. All of the Court's deposits were properly secured at December 31, 2019. Of the \$1,455,925 in bank balances, \$250,000 was secured by FDIC and \$1,205,925 was secured by pledged securities.

NOTE 4. DUE FROM OTHER GOVERNMENTS

The amounts due to the Twenty-Ninth Judicial District from other governments of \$94,700 consist of amounts owed for fees and grants at December 31, 2019 but not remitted until the subsequent period. The Court considers all receivables to be collectible; therefore, no allowance has been established for doubtful accounts.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

NOTE 5. GRANT RECEIVABLES

The Court received a grant from the Louisiana Supreme Court for the implementation of software that would improve the completeness and accuracy of the operations of the Court. The Court was required to remit invoices to the Louisiana Supreme Court once the software was in service. The Louisiana Supreme Court reimbursed the Twenty-Ninth Judicial Clerk's Fund in the spring of 2020 for the full amount of the software of \$119,030.

The Court received a grant from the Louisiana Department of Treasury for reimbursement of expenses to provide implementation of an alternative to detention program for juveniles arrested in St. Charles Parish that are deemed to be at moderate to high risk for reoffending. The amount of receivables at year end is \$12,496.

NOTE 6. CHANGES IN CAPITAL ASSETS

A summary of changes in general fixed assets are as follows:

	<u>12/31/2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>12/31/2019</u>
Governmental Activities:				
Capital assets being depreciated:				
Equipment	\$ 36,235	\$ 5,719	\$ (7,448)	\$ 34,506
Less accumulated depreciation for:				
Equipment	(35,165)	(618)	7,448	(28,335)
Total capital assets, net of depreciation	<u>\$ 1,070</u>	<u>\$ 5,101</u>	<u>-</u>	<u>\$ 6,171</u>

Depreciation expense of \$618 was charged to the judicial fund in 2019.

NOTE 7. EXPENDITURES OF THE COURT PAID BY THE PARISH

The St. Charles Parish Government provides the Twenty-Ninth Judicial District Judicial Clerk's Fund with certain amounts of office space at no cost. These expenditures are not recorded on the books of the Judicial Clerk's Fund.

NOTE 8. COOPERATIVE AGREEMENT

The Twenty-Ninth Judicial District Court's Office entered into an agreement to pay for assigned employees of the Twenty-Ninth Judicial District Attorney's Office to assist with the daily activities of the Court. The Court reimbursed the District Attorney's Office \$30,369 for salaries and benefits of these assigned employees.

NOTE 9. FAMILIES IN NEED OF SERVICES (FINS) PROGRAM

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Notes to the Financial Statements
December 31, 2019**

The Twenty-Ninth Judicial District Court entered into a contract with the State of Louisiana, Department of Public Safety and Corrections Youth Services under the Families in Need of Services Assistance Program. The program was created to consider issues arising with children and families in the St. Charles Parish. The main purpose of the program is to address the needs of children and families before they enter the legal system. The program helps children who are considered at risk of offending, stay out of the court system. Services provided can include all facets of the mental health spectrum, including substance abuse treatment. These funds are restricted fund balances for support of the families in need of services program.

NOTE 10. ADULT DRUG COURT PROGRAM

The primary mission of the Adult Drug Court is to break the cycle of addiction and rehabilitate substance-abusing offenders by utilizing governmental agencies and community resources. The Supreme Court Drug Court Office of Louisiana reimburses drug courts for services to Temporary Assistance for Needy Families (TANF) Eligible Drug Court Program clients to help these families understand the health risk associated with substance abuse and to assist them in becoming better able to successfully function in the family setting. These funds are restricted fund balances for support of the adult drug court program.

NOTE 11. FAMILY INTERVENTION COURT PROGRAM

Family Intervention Court is a family centered specialty court to support the youth and caretakers in achieving goals through developing skills to address emotional and substance use issues which are affecting juvenile court-involved families. The mission of the Family Intervention Court is to prepare families to lead health, responsible and productive lives by addressing barriers, including drug and alcohol use, mental health disorders, traumatic histories, and other factors placing a family at risk for recurring court involvement.

NOTE 12. RISK MANAGEMENT

The Twenty-Ninth Judicial District Court is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Court has decided to retain the risk of liability exposure and presently, does not have any funds appropriated for the potential liability exposure.

NOTE 13. LITIGATION AND CLAIMS

There are no claims or litigation pending at December 31, 2019.

REQUIRED SUPPLEMENTAL INFORMATION

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND**

**Budgetary Comparison Schedule
General Fund
For the Year ended December 31, 2019**

	<u>Original/Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES			
Criminal Fees	\$ 309,500	\$ 329,538	\$ 20,038
Civil Fees	20,000	21,945	1,945
ATD Grant	-	12,496	12,496
Reimbursements	-	1,578	1,578
Interest	1,700	1,539	(161)
Total revenues	<u>\$ 331,200</u>	<u>\$ 367,096</u>	<u>\$ 35,896</u>
EXPENDITURES			
Dues & Publication	\$ 4,800	\$ 3,095	\$ 1,705
Office Expenses	1,500	5,337	(3,837)
Personnel Services & Benefits	29,500	30,369	(869)
Professional Services	380,000	396,447	(16,447)
Treatment & Testing	1,000	-	1,000
Insurance	-	2,284	(2,284)
Meetings / Meals	3,000	587	2,413
Travel / Workshops	27,000	17,754	9,246
Telephone	2,500	1,607	893
ATD Grant expense	-	21,833	(21,833)
Capital Outlay	600	3,859	(3,259)
Total expenditures	<u>449,900</u>	<u>483,171</u>	<u>(33,271)</u>
Excess of revenues over/(under) expenditures	(118,700)	(116,075)	69,167
Other Financing Sources (Uses):			
Transfers In (Out)	-	(100)	100
Total other financing sources (uses)	<u>-</u>	<u>(100)</u>	<u>100</u>
Net increase (decrease) in fund balance	(118,700)	(116,175)	69,167
FUND BALANCE			
Beginning of year	<u>1,635,755</u>	<u>1,713,264</u>	<u>(77,509)</u>
End of year	<u>\$ 1,517,055</u>	<u>\$ 1,597,089</u>	<u>\$ (8,342)</u>

The accompanying notes are an integral part of the basic financial statements.

OTHER SUPPLEMENTAL INFORMATION

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Schedule of Compensation, Benefits, and Other Payments to Agency Head or
Chief Executive Officer
As of and for the Year Ended December 31, 2019**

Agency Head Name: Judge Emile R. St. Pierre, Division "C"

January 1, 2019 – October 12, 2019

Purpose	Amount
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance/ Mileage/ Parking	161
Vehicle provided by government	0
Per diem	0
Reimbursements	9,581
Travel	0
Registration fees	185
Conference travel	9,812
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other - Telephone	1,040

Agency Head Name: Judge Connie M. Aucoin, Division "C"

October 12, 2019 – December 31, 2019

Purpose	Amount
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	4,213
Travel	0
Registration fees	698
Conference travel	0
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other - Dues	350

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Schedule of Compensation, Benefits, and Other Payments to Agency Head or
Chief Executive Officer
As of and for the Year Ended December 31, 2019**

Agency Head Name: Judge M. Lauren Lemmon, Division "D"

Purpose	Amount
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	90
Travel	0
Registration fees	0
Conference travel	0
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other	0

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Schedule of Compensation, Benefits, and Other Payments to Agency Head or
Chief Executive Officer
As of and for the Year Ended December 31, 2019**

Agency Head Name: Judge Timothy S. Marcel, Division "E"

Purpose	Amount
Salary	\$0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	1,205
Travel	0
Registration fees	0
Conference travel	6,677
Housing	0
Unvouchered expenses (travel advances, etc.)	0
Special meals	0
Other - Telephone	601

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2019**

Federal Grantor / Pass-Through Grantor / Program Title	CFDA Number	Pass-Through Grantor's Number	Expenditures
U.S. Department of Health & Human Services			
Supreme Court, State of Louisiana			
Drug Court Program Temporary Assistance for Needy Families	93.558	N/A	\$88,859



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To The Judges
Twenty-Ninth Judicial District
Judicial Clerk's Fund
Hahnville, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Twenty-Ninth Judicial District Judicial Clerk's Fund (the Court), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements, and have issued our report thereon dated June 26, 2020.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Thibodaux, Louisiana
June 26, 2020

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Summary of Schedule of Prior Year Audit Findings
As of and for the Year Ended December 31, 2019**

**Section I – Internal Control and Compliance Material to the
Financial Statements**

No findings.

Section II - Internal Control and Compliance Material to Federal Awards

No findings.

Section III – Management Letter

A management letter was not issued.

**TWENTY-NINTH JUDICIAL DISTRICT
JUDICIAL CLERK'S FUND
Hahnville, Louisiana**

**Summary of Schedule of Current Year Audit Findings
As of and for the Year Ended December 31, 2019**

**Section I – Internal Control and Compliance Material to the
Financial Statements**

No findings.

Section II - Internal Control and Compliance Material to Federal Awards

No findings.

Section III – Management Letter

A management letter was not issued.



29th Judicial District Court

ST. CHARLES PARISH

JUDICIAL EXPENSE FUND HAHNVILLE, LOUISIANA

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

As of and for the Year Ended December 31, 2019

T.S. KEARNS & CO.
CPA

(A Professional Corporation)
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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To: Twenty-Ninth Judicial District Judicial Clerk's Fund
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Twenty-Ninth Judicial District Judicial Clerk's Fund (the Court) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 to December 31, 2019. The Court's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures,

reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Exceptions noted. The Court has no written policies on the procedures listed above.

Collections

1. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Obtained a listing of the Court's collection location and obtained management's representation that the list is complete.

2. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

Each person responsible for collecting cash is not required to share the same cash register or drawer with another employee.

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

Each person responsible for collecting cash is not responsible for depositing the cash in the bank or reconciling the related bank account.

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

Each person responsible for collecting cash is not responsible for posting collection entries to the general ledger.

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

The person responsible for reconciling cash collections to the general ledger is not responsible for collecting cash, unless another employee verifies the reconciliation.

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

Exception noted. Each person responsible for collecting cash is not bonded.

4. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing,

such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

Receipts were sequentially pre-numbered when applicable.

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

No exceptions.

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

No exceptions.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

Exceptions noted. Of the collections tested, one of nine receipts collected were deposited within one business day, four of nine were deposited in five business days, and the remaining four were deposited within 8 business days.

- e) Trace the actual deposit per the bank statement to the general ledger.

No exceptions.

Travel and Expense Reimbursement

5. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Obtained the general ledger and sorted/filtered for travel reimbursements. Obtained management's representation that the general ledger is complete.

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

The Court's procedures related to travel and expense reimbursements do not exceed the GSA rates for per diem and mileage.

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

Each expense was supported by an original itemized receipt which identified what was purchased.

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

Each expense is supported by documentation of the business/public purpose.

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

Exception noted. Each expense and related documentation was reviewed and approved, in writing, by someone other than the person reviewing reimbursement except for one instance of reimbursement not being reviewed by another agency head.

Managements Response: The Court has noted and agrees with all above exceptions. They will continue to work to improve processes to ensure effective and efficient handling of all transactions. Any questions should be addressed to Judge Timothy S. Marcel, at 985-783-3208.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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



T.S. Kearns & Co., CPA

June 26, 2020