

**WARD FOUR MARSHAL
SULPHUR, LOUISIANA**

FINANCIAL STATEMENTS

JUNE 30, 2018

**WARD FOUR MARSHAL
Sulphur, Louisiana**

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Honorable Billy Guidry
Ward Four Marshal
Sulphur, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and each major fund of the Ward Four Marshal, a component unit of the City of Sulphur, Louisiana as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Marshal's basic financial statements, as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

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

Accountants' 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 accordance with accounting principles generally accepted in the United States of America.

Other Information

The accompanying schedule of compensation, benefits and other payments to agency head, political subdivision head, or chief executive officer is presented for purposes of additional analysis and is not a

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required part of the financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 14 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. We have not audited or reviewed such supplementary information, and, accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

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.

McMullen and Mancuso, CPAs, LLC

McMullen and Mancuso CPAs, LLC

Sulphur, Louisiana
December 21, 2018

WARD FOUR MARSHAL
Sulphur, Louisiana
a component unit of the City of Sulphur

Governmental Funds Balance Sheet/Statement of Net Position

June 30, 2018

	General Fund	Adjustments	Statement of Net Position
ASSETS			
Cash and Cash Equivalents	\$ 387,424	\$ -	\$ 387,424
Capital Assets, (net of accumulated depreciation)	-	51,744	51,744
TOTAL ASSETS	387,424	51,744	439,168
DEFERRED OUTFLOWS OF RESOURCES			
	-	-	-
LIABILITIES			
Compensated Absences	-	16,907	16,907
TOTAL LIABILITIES	-	16,907	16,907
DEFERRED INFLOWS OF RESOURCES			
	-	-	-
FUND BALANCES			
Unassigned	387,424	(387,424)	-
TOTAL FUND BALANCES	387,424	(387,424)	-
TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES	\$ 387,424		
NET POSITION			
Net Investment in Capital Assets		51,744	51,744
Unrestricted		370,517	370,517
TOTAL NET POSITION		\$ 422,261	\$ 422,261

"See accompanying notes and independent accountants' review report."

WARD FOUR MARSHAL
Sulphur, Louisiana
a component unit of the City of Sulphur

**Statement of Governmental Fund Revenues, Expenditures,
and Changes in Fund Balances/
Statement of Activities**

For the Year Ended June 30, 2018

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
EXPENDITURES/EXPENSES			
Court Services:			
Cleaning and Maintenance	\$ 4,200	\$ -	\$ 4,200
Communication	3,750	-	3,750
Dues and Subscriptions	411	-	411
Office Supplies	4,647	-	4,647
Other Expenses	1,721	-	1,721
Postage	839	-	839
Professional	4,650	-	4,650
Repairs and Maintenance	161	-	161
Salaries, Benefits and Related Expenses:			
Salaries and Related Taxes	314,722	5,163	319,885
Retirement	36,534	-	36,534
Insurance	22,007	-	22,007
Uniforms	1,701	-	1,701
Vehicle Expenses	11,298	-	11,298
Depreciation	-	15,517	15,517
Capital Outlay	28,826	(28,826)	-
Total Expenditures	<u>435,467</u>	<u>(8,146)</u>	<u>427,321</u>
GENERAL REVENUES			
Court Fees and Costs	165,098	-	165,098
Other Revenues	1,020	-	1,020
Intergovernmental:			
Revenues	35,000	-	35,000
On-Behalf Payments	252,820	-	252,820
Interest Income	89	-	89
Total General Revenues	<u>454,027</u>	<u>-</u>	<u>454,027</u>
SPECIAL ITEM			
Proceeds from Sale of Assets	2,000	-	2,000
Total General Revenues & Special Items	<u>456,027</u>	<u>-</u>	<u>456,027</u>
CHANGE IN FUND BALANCE/ NET POSITION			
	20,560	8,146	28,706
FUND BALANCE/NET POSITION			
Beginning of Year	366,765	26,688	393,456
Prior Period Adjustment	99	-	99
Beginning of Year - As restated	<u>366,864</u>	<u>26,688</u>	<u>393,555</u>
End of Year	<u>\$ 387,424</u>	<u>\$ 34,834</u>	<u>\$ 422,261</u>

"See accompanying notes and independent accountants' review report."

WARD FOUR MARSHAL
Sulphur, Louisiana
a component unit of the City of Sulphur

Statement of Fiduciary Net Position
As of June 30, 2018

	<u>Agency Fund</u>
ASSETS	
Cash and Cash Equivalents	\$ <u>413</u>
Total Assets	<u>413</u>
LIABILITIES	
Due to General Fund	<u>413</u>
Total Liabilities	\$ <u>413</u>

"See accompanying notes and independent accountants' review report."

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NOTE A – BASIS OF PRESENTATION

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

NOTE B – REPORTING ENTITY

Government Accounting Standards Board (GASB) Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

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

Because of the significance of the relationship between the Ward Four Marshal and the City of Sulphur, LA, the Marshal was determined to be a component unit of the City of Sulphur, LA, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Marshal and do not present information on the City of Sulphur, LA, the general government services provided by that government unit, or the other governmental units that comprise the financial reporting entity.

NOTE C - FUND ACCOUNTING

The Marshal uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain functions or activities. A fund is a separate fiscal and accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

NOTE C- FUND ACCOUNTING (continued)

Governmental Funds

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

General Fund - The General Fund, as required by Louisiana Revised Statutes is the primary operating fund of the Marshal, and accounts for all financial resources, except those required to be accounted for in other funds. The Marshal's primary source of revenue is fees from the City Court of Sulphur. General operating expenditures are paid from this fund.

Fiduciary Fund - Agency Fund - The Garnishment Fund is used to account for the collection and disbursement of garnishments of wages in accordance with the orders and writs of City Court. Agency funds are custodial in nature (assets equal liabilities) and do not involve the measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

NOTE D - MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund of Statements A and B 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 Marshal's operations.

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

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

NOTE D - MEASUREMENT FOCUS/BASIS OF ACCOUNTING (continued)

they are collected within 60 days of the end of the current fiscal period.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for compensated absences, which are recognized when paid.

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 Marshal as a whole. These statements include all the financial activities of the Marshal. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic assets used. 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).

Reconciliation

The reconciliation of the items reflected in the funds columns to the Statement of Activities (Statement B) and the Statement of Net Position (Statement A) are as follows:

Statement B

Total Net Change in Fund Balance	\$	20,560
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives:		
Expenditures for capital assets	\$	28,826
Less:		
Current year depreciation		<u>(15,517)</u>
Compensated absences are not due and payable in the current period and therefore are not reported in the Governmental Funds.		(5,163)
Change in Net Position per Statement of Activities	\$	<u><u>28,706</u></u>

Statement A

Fund Balance	\$	387,424
Reporting of net capital assets		51,744
Reporting of accrued compensated absences		<u>(16,907)</u>
Net Position	\$	<u><u>422,261</u></u>

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

NOTE E – CASH AND CASH EQUIVALENTS

Cash and interest bearing deposits include all demand accounts and savings accounts of the Marshal with original maturities of 90 days or less. Under state law, the Marshal may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

NOTE F - 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. All of the fixed assets are based on actual historical costs. The Marshal maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets and relative expenses are recorded in the Statement of Net Position and Statement of Activities, respectively, but are not reported in the fund financial statements. 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 are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Equipment and Weapons	5-15years
Leasehold Improvements	20 years

NOTE G – EQUITY CLASSIFICATION

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

- Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by any outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.
- Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In the fund financial statements, governmental fund equity is classified as fund balance. In accordance with Governmental Accounting Standards Board (“GASB”) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the Marshal classified governmental fund balances. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

NOTE G – EQUITY CLASSIFICATION (continued)

- Restricted fund balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed fund balance – The amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Ward 4 Marshal using its highest level of decision making authority, Those committed amounts cannot be used for any other purpose unless the town council removed the specified use by talking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements
- Assigned fund balance – This classification reflects the amounts constrained by the Marshal's intent to be used for specific purpose, but are neither restricted nor committed. The Ward 4 Marshal has the authority to adding amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in the governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.
- Unassigned fund balance – This fund balance is the residual classification of the General Fund. It also used to report negative fund balances in other governmental funds.

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

NOTE H – COMPENSATED ABSENCES

The employees' policy is determined by which entity pays their salary and benefits. The Marshal's office makes payments for three (3) employees. The policy for compensated absences is the same as the City of Sulphur's compensated absences policy.

The City of Sulphur makes payments for six (6) employees. The City of Sulphur's compensated absences policy is as follows:

All permanent, full-time employees hired before July 1, 2015 earn from ten (10) to thirty (30) days of vacation leave each year, depending upon length of service. All full-time employees hired after July 1, 2015 earn from then (10) to twenty (20) days of vacation leave each year, depending upon length of service. Vacation leave is available for use by employees on the employee's anniversary date, and then may carry over 10 vacation days. Upon resignation, termination, or retirement, unused vacation is paid to the employee at the employee's current rate of pay.

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

NOTE H – COMPENSATED ABSENCES (continued)

Sick leave is earned at the rate of 4 hours per pay period not exceeding thirteen (13) days per year by permanent full-time employees. Unused sick leave may be accumulated from year to year. However, for all eligible employees hired before July 1, 2015 who retire with 10 or more years of service, (exception 5 years disability retirement) will be paid up to a maximum of sixty-five (65) days upon retirement. All employees hired after July 1, 2015 a new accrual will be calculated in a new back for all employees and no sick time will be paid at retirement from that account.

NOTE 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 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, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

2. CASH AND CASH EQUIVALENTS

At June 30, 2018, the Marshal has cash and cash equivalents (book balances) totaling \$387,424. These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must equal the amount with the fiscal agent at all times.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2018, the Marshal had \$388,788 in deposits (collected bank balances). These deposits are secured by \$250,000 of federal deposit insurance and \$138,788 pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, 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 Marshal that the fiscal agent has failed to pay deposited funds on demand.

3. ON – BEHALF PAYMENTS FOR SALARIES AND FRINGE BENEFITS

The Marshal reports in the financial statements on-behalf salary and fringe benefit payments made by the Calcasieu Parish Police Jury and the City of Sulphur, Louisiana to the Marshal's employees. Salary and fringe payments are made by the Parish and City directly to the employees. The Calcasieu Parish Police Jury and the City of Sulphur, Louisiana make pension contributions for the qualified employees to the Parochial Employees Retirement System of Louisiana, a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Such payments are recorded as intergovernmental revenue and expenditures in the GAAP basis government-wide and general fund financial statements.

WARD FOUR MARSHAL
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

3. ON – BEHALF PAYMENTS FOR SALARIES AND FRINGE BENEFITS (continued)

The City of Sulphur, Louisiana and Calcasieu Parish Police Jury made on-behalf payments of \$252,820 for the Marshal for the year ended June 30, 2018, as follows:

City of Sulphur, Louisiana	\$ 178,782
Calcasieu Parish Police Jury	<u>74,038</u>
	<u>\$ 252,820</u>

4. CAPITAL ASSETS

The following schedule presents changes in capital assets for the year ended June 30, 2018:

	Balance July 1,	Additions	Deletions	Balance June 30,
Vehicles	\$ 195,387	\$ 26,026	\$ 35,183	\$ 186,230
Gun Inventory	1,367	-	-	1,367
Office Furniture and Equipment	13,018	2,800	-	15,818
Leasehold Improvements	<u>1,265</u>	<u>-</u>	<u>-</u>	<u>1,265</u>
Total Capital Assets being depreciated	211,037	28,826	35,183	204,680
Less Accumulated Depreciation	<u>(172,602)</u>	<u>(15,517)</u>	<u>35,183</u>	<u>(152,936)</u>
Total Capital Assets	<u>\$ 38,435</u>	<u>\$ 13,309</u>	<u>\$ -</u>	<u>\$ 51,744</u>

5. SUBSEQUENT EVENTS REVIEW

Management has evaluated subsequent events through December 21, 2018, the date the financial statements were available to be issued.

6. PRIOR PERIOD ADJUSTMENT

The Marshal made adjustments to one of the prior year cash accounts as of June 30, 2018. This resulted in a increase of \$99 to unrestricted net assets at June 30, 2018.

REQUIRED SUPPLEMENTARY INFORMATION

WARD FOUR MARSHAL
Sulphur, Louisiana
a component unit of the City of Sulphur

Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2018

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variances Over (Under)
REVENUES				
GENERAL REVENUES				
Court Fees and Costs	\$ 165,000	\$ 165,000	\$ 165,098	\$ 98
Other Revenues	-	-	1,020	1,020
Intergovernmental :				
Revenues	36,500	36,500	35,000	(1,500)
On-Behalf Payments	-	-	252,820	252,820
Litter Detail-Income	100	100	-	(100)
Interest Income	100	100	89	(11)
Total General Revenues	<u>201,700</u>	<u>201,700</u>	<u>454,027</u>	<u>252,327</u>
EXPENDITURES				
Court Services:				
Cleaning and Maintenance	4,200	4,200	4,200	-
Communication	1,500	3,895	3,750	145
Dues and Subscriptions	525	525	411	114
Equipment Maintenance and Repair	300	300	161	139
Litter Detail	350	350	-	350
Office Supplies	3,000	5,475	4,647	828
Other Expenses	1,600	1,800	1,721	79
Postage	500	800	839	(39)
Professional	4,650	4,650	4,650	-
Salaries, Benefits and Related Expenses	120,000	120,000	373,263	(253,263)
Training	-	1,850	-	1,850
Uniforms	250	1,850	1,701	149
Vehicle Expense	10,500	11,250	11,298	(48)
Capital Outlay	-	25,153	28,826	(3,673)
Total Expenditures	<u>147,375</u>	<u>182,098</u>	<u>435,467</u>	<u>(253,369)</u>
SPECIAL ITEM				
Proceeds from Sale of Assets	-	-	2,000	(2,000)
Total General Revenues & Special Items	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>(2,000)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	54,325	19,602	20,560	958
FUND BALANCE AT BEGINNING OF YEAR - AS ORIGINALLY REPORTED	354,562	354,757	366,765	
PRIOR PERIOD ADJUSTMENT	99	99	99	
FUND BALANCE AT BEGINNING OF YEAR - AS RESTATED	<u>354,661</u>	<u>354,856</u>	<u>366,864</u>	
FUND BALANCE AT END OF YEAR	<u>\$ 408,986</u>	<u>\$ 374,458</u>	<u>\$ 387,424</u>	

"See Independent Accountants' Review Report."

Other Information

WARD FOUR MARSHAL
Sulphur, Louisiana
a component unit of the City of Sulphur

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer
For the Year Ended June 30, 2018

Agency Head Name: Marshal Billy Guidry

<u>Paid by Calcasieu Parish Police Jury</u>	Amount
Salary	\$41,482
<u>Paid by City of Sulphur</u>	
Salary	13,000
Benefits - Insurance	5,079
Benefits - Retirement	3,218
<u>Paid by Ward Four Marshal</u>	
Commissions - Garnishments and Seizures	13,500
Vehicle Provided by Government	3,809
	<hr/> <hr/> \$80,088

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**Independent Accountants' Report
on Applying Agreed-Upon Procedures**

To the Honorable Billy Guidry, Ward Four Marshal and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Ward Four Marshal and the Louisiana Legislative Auditor, on the Marshal's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2018 as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The District'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, and public works exceeding \$154,450. 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.

No expenditures noted.

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).

Management provided us with the required list.

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

Management provided us with the required list.

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

None of the employees included on the list of employees provided by the Marshal in agreed-upon procedure (3) appeared on the list provided by the Marshal in agreed-upon procedure (2).

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.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

Budgeting

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

Management provided us with a copy of the original budget. There were five (5) amendments to the budget during the year.

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.

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, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Expenditures for the year did 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 the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

(b) Report whether the six disbursements were coded to the correct fund and general ledger account.

Each of the six selected disbursements were coded to the correct general ledger account.

(c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

Each of the six selected disbursements 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.

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 inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Obtain the 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.

We scanned payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

State Audit Law

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

The Marshal's report was due on December 31, 2018 and was submitted timely.

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).

No exceptions noted.

Prior-Year Comments

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

Not applicable.

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 District'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 District'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.

McMullen and Mancuso, CPAs, LLC
McMullen and Mancuso CPAs, LLC

Sulphur, Louisiana
December 21, 2018

WARD FOUR MARSHAL
Sulphur, Louisiana

SUMMARY SCHEDULE OF FINDINGS
For the Year Ended June 30, 2018

Findings reported in accordance with Government Audit Standards

2018-1 Improve Budgeting Practices:

CONDITION: State Law (R.S. 39:1301) requires the budgets be amended when actual revenues are less than budgeted revenues or actual expenditures exceed budgeted expenditures by 5% or more. The actual expenditures exceeded the budgeted expenditures by 5% or more.

CRITERIA: In accordance with R.S. 39:1310, the actual expenditures cannot exceed the final budgeted expenditures by a variance of 5% or greater.

CAUSE: The variance in actual and budgeted expenditures was caused by administrative error as the on-behalf payments for salaries and related expenditures were not budgeted.

EFFECT: The Marshal was not in compliance with Louisiana laws governing budgets.

RECOMMENDATION: We recommend budget practices be improved to ensure the final budget meets the proper reporting requirements, including budgeting the on-behalf payments received and paid by the Marshal.

2018-2 Noncompliance with Surplus Movable Property Laws:

CONDITION: The Marshal did not dispose of surplus property in accordance with the general principles and guidelines concerning surplus movable property.

CRITERIA: The Marshal must dispose of surplus property in compliance with the laws governing the disposition of surplus moveable property.

CAUSE: Due to oversight of the general principles and guidelines concerning surplus movable property, two (2) vehicles were determined to have no value and were traded-in on the purchase of new vehicle.

EFFECT: The Marshal was not in compliance with Louisiana law governing disposition of surplus movable property.

RECOMMENDATION: The Marshal should review and comply with the general principles and guidelines concerning surplus movable property.

**WARD FOUR MARSHAL
Sulphur, Louisiana**

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

For the Year Ended June 30, 2018

<u>Ref No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>
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There were no prior year financial statement findings.

WARD FOUR MARSHAL
Sulphur, Louisiana

MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS

Year Ended June 30, 2018

<u>Ref No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion Date</u>
<u>2018-1</u>	2018	The Marshal adopted a final budget for fiscal year June 30, 2018, just prior to year end, with total actual expenditures exceeding the total budgeted expenditures by more than five percent (5%).	No	The budget practices will be improved to ensure that the final budget meets the proper reporting requirements.	Billy Guidry	12/31/2018
<u>2018-2</u>	2018	The Marshal did not dispose of surplus property in accordance with the general principles and guidelines concerning surplus movable property.	No	The Marshal will review and comply with the general principles and guidelines concerning surplus movable property in subsequent periods.	Billy Guidry	12/31/2018

This schedule has been prepared by management.

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

July 27, 2018

McMullen and Mancuso, CPAs, LLC
3600 Maplewood Drive
Sulphur, LA 70663

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2018 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 [x] 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 [x] 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 [x] 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 [x] 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 [x] No []

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

Yes [x] No []

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

Yes [x] 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 [x] No []

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

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
<u>Billy Henry</u>	President	<u>7-17-18</u>	Date