

**WARD FOUR MARSHAL  
SULPHUR, LOUISIANA**

**FINANCIAL STATEMENTS**

**JUNE 30, 2017**

**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, 2017, and the related notes to the financial statements, which collectively comprise the Marshal's basic financial statements, as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of 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 AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

***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 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

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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 18, 2017

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

**Governmental Funds Balance Sheet/Statement of Net Position**

**June 30, 2017**

|   | General<br>Fund   | Adjustments       | Statement of<br>Net Position |
|---|-------------------|-------------------|------------------------------|
| <b>ASSETS</b>   |                   |                   |                              |
| Cash and Cash Equivalents   | \$ 369,265        | \$ -              | \$ 369,265                   |
| Intergovernmental Receivable                                      | 5,000             | -                 | 5,000                        |
| Capital Assets, (net of accumulated depreciation)                 | -                 | 38,435            | 38,435                       |
| <b>TOTAL ASSETS</b>   | <b>374,265</b>    | <b>38,435</b>     | <b>412,700</b>               |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>                             |                   |                   |                              |
|   | -                 | -                 | -                            |
| <b>LIABILITIES</b>  |                   |                   |                              |
| Compensated Absences  | -                 | 11,747            | 11,747                       |
| <b>TOTAL LIABILITIES</b>  | -                 | 11,747            | 11,747                       |
| <b>DEFERRED INFLOWS OF RESOURCES</b>                              |                   |                   |                              |
|   | 7,500             | -                 | 7,500                        |
| <b>FUND BALANCES</b>  |                   |                   |                              |
| Unassigned  | 366,765           | (366,765)         | -                            |
| <b>TOTAL FUND BALANCES</b>  | <b>366,765</b>    | <b>(366,765)</b>  | -                            |
| <b>TOTAL LIABILITIES, DEFERRED INFLOWS,<br/>AND FUND BALANCES</b> |                   |                   |                              |
|   | <b>\$ 374,265</b> |                   |                              |
| <b>NET POSITION</b>   |                   |                   |                              |
| Net Investment in Capital Assets                                  |                   | 38,435            | 38,435                       |
| Unrestricted  |                   | 355,018           | 355,018                      |
| <b>TOTAL NET POSITION</b>   |                   | <b>\$ 393,453</b> | <b>\$ 393,453</b>            |

"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, 2017**

|   | General<br>Fund   | Adjustments      | Statement<br>of Activities |
|---|-------------------|------------------|----------------------------|
| <b>EXPENDITURES/EXPENSES</b>                    |                   |                  |                            |
| <b>Court Services:</b>                          |                   |                  |                            |
| Cleaning and Maintenance                        | \$ 3,600          | \$ -             | \$ 3,600                   |
| Communication                                   | 1,344             | -                | 1,344                      |
| Dues and Subscriptions                          | 512               | -                | 512                        |
| Litter Detail                                   | 332               | -                | 332                        |
| Office Supplies                                 | 4,502             | -                | 4,502                      |
| Other Expenses                                  | 1,568             | -                | 1,568                      |
| Postage   | 529               | -                | 529                        |
| Professional                                    | 5,060             | -                | 5,060                      |
| Repairs and Maintenance                         | 216               | -                | 216                        |
| Salaries, Benefits and Related Expenses:        |                   |                  |                            |
| Salaries and Related Taxes                      | 291,145           | (1,882)          | 289,263                    |
| Retirement                                      | 30,372            | -                | 30,372                     |
| Insurance                                       | 16,928            | -                | 16,928                     |
| Training  | 450               | -                | 450                        |
| Uniforms  | 520               | -                | 520                        |
| Vehicle Expenses                                | 10,301            | -                | 10,301                     |
| Depreciation                                    | -                 | 16,802           | 16,802                     |
| Capital Outlay                                  | 905               | (905)            | -                          |
| Total Expenditures                              | <u>368,284</u>    | <u>14,015</u>    | <u>382,299</u>             |
| <b>GENERAL REVENUES</b>                         |                   |                  |                            |
| Court Fees and Costs                            | 172,611           | -                | 172,611                    |
| Intergovernmental:                              |                   |                  |                            |
| Revenues  | 36,930            | -                | 36,930                     |
| On-Behalf Payments                              | 220,711           | -                | 220,711                    |
| Litter Detail Income                            | 200               | -                | 200                        |
| Interest Income                                 | 160               | -                | 160                        |
| Total General Revenues                          | <u>430,612</u>    | <u>-</u>         | <u>430,612</u>             |
| <b>CHANGE IN FUND BALANCE/<br/>NET POSITION</b> | <b>62,328</b>     | <b>(14,015)</b>  | <b>48,313</b>              |
| <b>FUND BALANCE/NET POSITION</b>                |                   |                  |                            |
| Beginning of Year                               | 309,437           | 40,703           | 350,140                    |
| Prior Period Adjustment                         | (5,000)           | -                | (5,000)                    |
| Beginning of Year - As restated                 | <u>304,437</u>    | <u>40,703</u>    | <u>345,140</u>             |
| End of Year                                     | <u>\$ 366,765</u> | <u>\$ 26,688</u> | <u>\$ 393,453</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, 2017**

|                           | <u>Agency<br/>Fund</u> |
|---------------------------|------------------------|
| <b>ASSETS</b>             |                        |
| Cash and Cash Equivalents | \$ <u>507</u>          |
| Total Assets              | <u><u>507</u></u>      |
| <b>LIABILITIES</b>        |                        |
| Due to General Fund       | <u>507</u>             |
| Total Liabilities         | \$ <u><u>507</u></u>   |

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

WARD FOUR MARSHAL  
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017

**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 governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**NOTE B – REPORTING ENTITY**

As the governing authority of the Marshal, for reporting purposes, the City of Sulphur is the financial reporting entity. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, established criteria for determining which component units should be considered part of the City of Sulphur for financial reporting purposes. 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 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.
2. Organizations for which the city 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 (hereinafter "Marshal") and the City of Sulphur, the Marshal was determined to be a component unit of the City of Sulphur, 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, the general government services provided by that governmental 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, 2017

**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, 2017

**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. 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*.

**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   | \$              | 62,328                        |
| 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  | \$              | 905                           |
| Less:  |                 |                               |
| Current year depreciation  | <u>(16,802)</u> | (15,897)                      |
| Compensated absences are not due and payable in the current period and therefore are not reported in the Governmental Funds.   |                 |                               |
| Change in Net Position per Statement of Activities   | \$              | <u>1,882</u><br><u>48,313</u> |

**Statement A**

|   |    |                 |
|---|----|-----------------|
| Fund Balance                              | \$ | 366,765         |
| Reporting of net capital assets           |    | 38,435          |
| Reporting of accrued compensated absences |    | <u>(11,747)</u> |
| Net Position                              | \$ | <u>393,453</u>  |

WARD FOUR MARSHAL  
Sulphur, Louisiana

NOTES TO THE FINANCIAL STATEMENTS  
June 30, 2017

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. 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 or any other state of the United States, or under the laws of the United States.

**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, 2017

**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 five (5) 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, 2017

**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, 2017, the Marshal has cash and cash equivalents (book balances) totaling \$369,265. 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, 2017, the Marshal had \$369,850 in deposits (collected bank balances). These deposits are secured by \$250,000 of federal deposit insurance and \$119,850 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, 2017

**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 \$220,711 for the Marshal for the year ended June 30, 2017, as follows:

|                              |    |                       |
|------------------------------|----|-----------------------|
| City of Sulphur, Louisiana   | \$ | 147,445               |
| Calcasieu Parish Police Jury |    | <u>73,266</u>         |
|                              | \$ | <u><u>220,711</u></u> |

**4. CAPITAL ASSETS**

The following schedule presents changes in capital assets for the year ended June 30, 2017:

|  | Balance<br>July 1, | Additions          | Deletions   | Balance<br>June 30, |
|--|--------------------|--------------------|-------------|---------------------|
| Vehicles                               | \$ 195,386         | \$ -               | \$ -        | \$ 195,386          |
| Gun Inventory                          | 1,367              | -                  | -           | 1,367               |
| Office Furniture and Equipment         | 12,113             | 905                | -           | 13,018              |
| Leasehold Improvements                 | <u>1,265</u>       | -                  | -           | <u>1,265</u>        |
| Total Capital Assets being depreciated | 210,131            | 905                | -           | 211,036             |
| Less Accumulated Depreciation          | <u>(155,800)</u>   | <u>(16,802)</u>    | -           | <u>(172,602)</u>    |
| Total Capital Assets                   | <u>\$ 54,331</u>   | <u>\$ (15,897)</u> | <u>\$ -</u> | <u>\$ 38,434</u>    |

**5. SUBSEQUENT EVENTS REVIEW**

Management has evaluated subsequent events through December 18, 2017, the date the financial statements were available to be issued.

**6. PRIOR PERIOD ADJUSTMENTS**

The Marshal made an adjustment to its prior year Calcasieu Parish Police Jury litter grant receivable. This was a result of the Marshal recording the accrual of the litter grant revenue in the prior year, based on the historical appropriations of funds to the Marshal. However, the Calcasieu Parish Police Jury did not allocate the funding for the litter grants. This resulted in a decrease of \$5,000 to unrestricted fund balance. The prior years' accounts receivable was adjusted.

**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, 2017**

|  | Budgeted Amounts<br>Original | Budgeted Amounts<br>Final | Actual Amounts    | Variances Over<br>(Under) |
|--|------------------------------|---------------------------|-------------------|---------------------------|
| <b>REVENUES</b>  |                              |                           |                   |                           |
| <b>GENERAL REVENUES</b>                                    |                              |                           |                   |                           |
| Court Fees and Costs                                       | \$ 165,000                   | \$ 165,000                | \$ 172,611        | \$ 7,611                  |
| Intergovernmental :  |                              |                           |                   |                           |
| Revenues   | 31,750                       | 39,250                    | 36,930            | (2,320)                   |
| On-Behalf Payments   | -                            | 220,711                   | 220,711           | -                         |
| Litter Detail-Income                                       | 150                          | 150                       | 200               | 50                        |
| Interest Income  | 100                          | 100                       | 160               | 60                        |
| Total General Revenues                                     | <u>197,000</u>               | <u>425,211</u>            | <u>430,612</u>    | <u>5,401</u>              |
| <b>EXPENDITURES</b>  |                              |                           |                   |                           |
| Court Services:  |                              |                           |                   |                           |
| Cleaning and Maintenance                                   | 3,600                        | 3,600                     | 3,600             | -                         |
| Communication  | 1,500                        | 1,500                     | 1,344             | 156                       |
| Dues and Subscriptions                                     | 525                          | 525                       | 512               | 13                        |
| Equipment Maintenance and Repair                           | 300                          | 300                       | 216               | 84                        |
| Litter Detail  | 350                          | 350                       | 332               | 18                        |
| Office Supplies  | 3,000                        | 4,585                     | 4,502             | 83                        |
| Other Expenses   | 1,500                        | 1,500                     | 1,568             | (68)                      |
| Postage  | 500                          | 500                       | 529               | (29)                      |
| Professional   | 4,650                        | 5,060                     | 5,060             | -                         |
| Salaries, Benefits and Related Expenses                    | 120,000                      | 344,311                   | 338,445           | 5,866                     |
| Training   | -                            | 450                       | 450               | -                         |
| Uniforms   | 250                          | 600                       | 520               | 80                        |
| Vehicle Expense  | 10,700                       | 10,700                    | 10,301            | 399                       |
| Capital Outlay   | -                            | 910                       | 905               | 5                         |
| Total Expenditures   | <u>146,875</u>               | <u>374,891</u>            | <u>368,284</u>    | <u>6,607</u>              |
| EXCESS (Deficiency) OF REVENUES<br>OVER EXPENDITURES       | 50,125                       | 50,320                    | 62,328            | 12,008                    |
| FUND BALANCE AT BEGINNING OF YEAR - AS ORIGINALLY REPORTED | 309,437                      | 309,437                   | 309,437           |                           |
| PRIOR PERIOD ADJUSTMENT                                    | <u>(5,000)</u>               | <u>(5,000)</u>            | <u>(5,000)</u>    |                           |
| FUND BALANCE AT BEGINNING OF YEAR - AS RESTATED            | <u>304,437</u>               | <u>304,437</u>            | <u>304,437</u>    |                           |
| FUND BALANCE AT END OF YEAR                                | <u>\$ 354,562</u>            | <u>\$ 354,757</u>         | <u>\$ 366,765</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, 2017**

**Agency Head Name: Marshal Billy Guidry**

| <u>Paid by Calcasieu Parish Police Jury</u> | <b>Amount</b>         |
|---|-----------------------|
| Salary                                      | \$40,971              |
| <br>  |                       |
| <u>Paid by City of Sulphur</u>              |                       |
| Salary                                      | 13,326                |
| Benefits - Insurance                        | 5,979                 |
| Benefits - Retirement                       | 2,940                 |
| <br>  |                       |
| <u>Paid by Ward Four Marshal</u>            |                       |
| Commissions - Garnishments and Seizures     | 16,129                |
| Vehicle Provided by Government              | 8,815                 |
|   | <hr/>                 |
|   | <b>\$88,159</b> <hr/> |

***REQUIREMENTS OF THE  
LOUISIANA GOVERNMENTAL AUDIT GUIDE***

McMullen and Mancuso  
Certified Public Accountants, LLC  
P.O. Box 202

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

To the Honorable Billy Guidry  
Ward Four Marshal  
Sulphur, LA

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the Ward Four Marshal, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Ward Four Marshal's compliance with certain laws and regulations during the year ended June 30, 2017 included in the accompanying *Louisiana Attestation Questionnaire*. Management of Ward Four Marshal is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

*Public Bid Law*

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2296 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$30,000 or for public works exceeding \$150,000.

*Code of Ethics for Public Officials and Public Employees*

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

Management provided us with the required list.

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

Management provided us with the required list.

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

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

*Members*

American Institute of Certified Public Accountants  
Louisiana Society of Certified Public Accountants

### *Budgeting*

5. 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.

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

Not applicable.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by five percent (5%) or more or if actual expenditures exceed budgeted amounts by five percent (5%) or more.

We compared the revenues and expenditures of the final budget to the actual revenues and expenditures. It was noted that total actual revenues were within five percent (5%) of budgeted revenues. It was noted that total actual expenditures were within five percent (5%) of total budgeted expenditures.

### *Accounting and Reporting*

8. Randomly select six (6) disbursements made during the period under examination and: (a) trace payments to supporting documentation as to proper amount and payee; (b) determine if payments were properly coded to the correct fund and general ledger account; (c) determine whether payments received approval from proper authorities.

We examined supporting documentation for each of the six selected disbursements and found that payments were for the proper amounts, made to the correct payee, properly coded to the correct funds and general ledger accounts, obtained appropriate approval, and all six (6) checks had proper supporting documentation or invoice for the amount and payee.

### *Meetings*

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

Not applicable.

### *Debt*

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

We 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*

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

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

*Prior Comments and Recommendations*

Our prior year report, dated December 23, 2016, did include comments regarding budgeting practices, which have been resolved.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Ward Four Marshal and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

McMullen and Mancuso, CPAs, LLC

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

Sulphur, Louisiana  
December 18, 2017

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**

July 31, 2017

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

In connection with your review of our financial statements as of June 30, 2017 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of July 31, 2017.

**Public Bid Law**

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

Yes  No

**Code of Ethics for Public Officials and Public Employees**

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

Yes  No

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

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-16), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No

**Accounting and Reporting**

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

Yes  No

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

Yes  No

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

Yes  No

### 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

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

We have provided you with any communications from regulatory agencies 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 this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

Bill Huey Marshal 12-18-17 Date