

**City Court of Minden
Minden, Louisiana
Financial Statements With Auditors' Report**

As of and For the Year Ended December 31, 2025

City Court of Minden
Minden, Louisiana

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City Court of Minden
Minden, Louisiana

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Independent Auditors' Report

The Honorable
Judge Charles S. Sentell, III

City Court of Minden
Minden, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City Court of Minden, a component unit of the City of Minden, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the City Court of Minden's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of City Court of Minden, as of December 31, 2025, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of City Court of Minden and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management 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; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City Court of Minden's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of City Court of Minden's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about City Court of Minden's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 31 – 33, the Schedule of Proportionate Share of Net Pension Liability on page 34, and the Schedule of Contributions on page 35, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted 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 the financial reporting

for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Supplementary Information

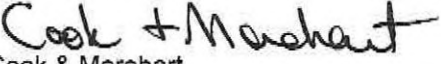
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City Court of Minden's basic financial statements. The accompanying other supplementary information, Schedule of Compensation, Benefits, and Other Payments to Agency Head, shown on page 36, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information in Section 1 of the schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head, shown on page 36, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Section II of the Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 36 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the City Court of Minden prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other supplementary information schedules, Justice System Funding Schedules, shown on pages 37 – 39, are presented for the purposes of additional analysis and are not a required part of the basic financial statements. These schedules are presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with accounting principles generally accepted in the United States of America. The information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the Justice System Funding Schedules, shown on pages 37 – 39, are fairly stated in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 15, 2026, on our consideration of City Court of Minden's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of City Court of Minden's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City Court of Minden's internal control over financial reporting and compliance.


Cook & Morehart,
Certified Public Accountants, LLC
September 15, 2026

City Court of Minden
Minden, Louisiana
Statement of Net Position
December 31, 2025

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 228,560
Investments	204,075
Accounts receivable	21,957
Prepaid expenses	6,341
Due from fiduciary funds	179,495
Capital assets	
Depreciable (net)	26,580
Total assets	<u>667,008</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related	<u>23,850</u>
LIABILITIES	
Accounts payable and accrued expenses	12,261
Long-term liabilities	
Due within one year	12,747
Due in more than one year	223,379
Total liabilities	<u>248,387</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related	<u>45,786</u>
NET POSITION	
Restricted for:	
Building	16,352
Unrestricted	380,333
Total net position	<u><u>\$ 396,685</u></u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Statement of Activities
For the Year Ended December 31, 2025

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Service	Operating Grants and Contributions	Governmental Activities
<u>Functions / Programs</u>				
Governmental Activities				
Judicial activities	\$ 525,562	\$ 575,188	\$ 157,101	206,727
Interest on long-term debt	424			(424)
Total governmental activities	<u>\$ 525,986</u>	<u>\$ 575,188</u>	<u>\$ 157,101</u>	<u>206,303</u>
General revenues:				
Interest income				7,881
Miscellaneous				<u>2,152</u>
Total general revenues				<u>10,033</u>
Change in net position				216,336
Net position - beginning, restated				<u>180,349</u>
Net position - ending				<u>\$ 396,685</u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Balance Sheet
Governmental Funds
December 31, 2025

	Major Funds		Total Governmental Funds
	General	Building	
Assets			
Cash and cash equivalents	\$ 201,692	\$ 26,868	\$ 228,560
Investments	204,075		204,075
Receivables	21,957		21,957
Due from other funds	190,011	650	190,661
Total assets	<u>\$ 617,735</u>	<u>\$ 27,518</u>	<u>\$ 645,253</u>
Liabilities			
Accounts payable and accrued expenses	\$ 12,261	\$	\$ 12,261
Due to other funds		11,166	11,166
Total liabilities	<u>12,261</u>	<u>11,166</u>	<u>23,427</u>
Fund balances			
Restricted			
Building		16,352	16,352
Unassigned	605,474		605,474
Total fund balances	<u>605,474</u>	<u>16,352</u>	<u>621,826</u>
Total liabilities and fund balances	<u>\$ 617,735</u>	<u>\$ 27,518</u>	<u>\$ 645,253</u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
December 31, 2025

Fund balances - total governmental funds	\$	621,826
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Amounts reported for governmental activities in the statement of net position
are different because:

The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.		6,341
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Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		26,580
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Other long-term assets and other amounts are not available to pay for current-period expenditures and therefore are not available in the fund statements.

Deferred outflows - pension related		23,850
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Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reported in the funds.

Deferred inflows - pension related		(45,786)
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Net pension liability		(202,640)
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Compensated absences		(6,744)
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Lease liability		(26,742)
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Net position of governmental activities	\$	<u>396,685</u>
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See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2025

	Major Funds		Total Governmental Funds
Revenues:	General	Building	
Charges for services - fees and fines			
Criminal fees	\$ 176,643	\$	\$ 176,643
Civil Fees	375,056		375,056
Probation fees	17,898		17,898
Judicial building fees		5,591	5,591
Intergovernmental			
On-behalf payments	154,180		154,180
Other	2,922		2,922
Interest income	7,857	24	7,881
Miscellaneous income	2,152		2,152
Total revenues	<u>736,708</u>	<u>5,615</u>	<u>742,323</u>
Expenditures:			
Current:			
Judicial			
Salaries	253,390		253,390
Employee benefits	54,308		54,308
On-behalf payments	154,180		154,180
Travel	15,899		15,899
Office expense	27,227		27,227
Insurance	1,216		1,216
Professional fees	27,435		27,435
Library	10,432		10,432
Dues and subscriptions	1,692		1,692
Miscellaneous	3,073		3,073
Debt service			
Principal	5,806		5,806
Interest and other charges	424		424
Capital outlay	32,203		32,203
Total expenditures	<u>587,285</u>		<u>587,285</u>
Excess of revenues over expenditures	<u>149,423</u>	<u>5,615</u>	<u>155,038</u>
Other financing sources:			
Proceeds from operating lease	32,203		32,203
Total other financing sources	<u>32,203</u>		<u>32,203</u>
Excess of revenues and other sources over expenditures	181,626	5,615	187,241
Fund balances at beginning of year, restated	<u>423,848</u>	<u>10,737</u>	<u>434,585</u>
Fund balances at end of year	<u>\$ 605,474</u>	<u>\$ 16,352</u>	<u>\$ 621,826</u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2025

Amounts reported for governmental activities in the Statement of Activities
are different because:

Net change in fund balances - total governmental funds	\$ 187,241
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.	(3,229)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	
Proceeds from operating lease	(32,203)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation/amortization expense (\$6,350) was exceeded by capital outlay (\$32,203) in the current period.	25,853
A gain (loss) on disposal of capital assets is recorded in the statement of activities, but is not recognized in the fund statements.	839
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.	
Pension expense	38,773
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.	
Compensated absences	(6,744)
Principle paid on lease liability	5,806
Change in net position of governmental activities	<u>\$ 216,336</u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Statement of Fiduciary Net Position
Fiduciary Funds
December 31, 2025

	Custodial Funds
Assets	
Cash and cash equivalents	\$ 330,893
Accounts receivable	7,475
Total assets	<u>338,368</u>
Liabilities	
Accounts payable	57,602
Due to governmental funds	179,495
Total liabilities	<u>237,097</u>
Net Position	101,271
Total net position	<u><u>\$ 101,271</u></u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the Year Ended December 31, 2025

	Custodial Funds
Additions:	
Fines and other fees collected	\$ 573,400
Investment income - interest	<u>256</u>
Total Additions	<u>573,656</u>
Deductions:	
Payments of fines and other fees	337,033
Payments of court and other costs	<u>198,506</u>
Total Deductions	<u>535,539</u>
Change in net position	38,117
Net position - beginning, restated	<u>63,154</u>
Net position - ending	<u><u>\$ 101,271</u></u>

See accompanying notes to the basic financial statements.

City Court of Minden
Minden, Louisiana
Notes to Financial Statements
December 31, 2025

INTRODUCTION

The Louisiana Constitution of 1974, Article V, Section 1 created the Courts of the State, among them the City Court of Minden. Article V, Section 15 created trial courts of limited jurisdiction and sets forth the duties of the Court. The City Court of Minden (the City Court) exists and operates in accordance with the authorities cited. As provided by Article V, Section 15 of the Louisiana Constitution of 1974, the Judge has charge of civil and criminal matters in his jurisdiction. The Judge is elected by popular vote for a term of six years.

The City Court's jurisdiction covers Ward One of Webster Parish and serves approximately 25,000 people and employs three full-time employees, one part-time probation officer, and three part-time employees.

(1) Summary of Significant Accounting Policies

The City Court of Minden's financial statements are prepared in conformity with governmental accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). The more significant accounting policies established in GAAP and used by the City Court are discussed below.

A. Reporting Entity

The City Court judge is an independently elected official; however, the City Court is fiscally dependent on the City of Minden for office space, courtrooms, related utility costs, and partial funding of salaries and related employee benefit costs. Because the City Court is fiscally dependent on the city, the City Court was determined to be a component unit of the City of Minden, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the City Court and do not present information on the City of Minden, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Basic Financial Statements – Government-Wide Statements

The City Court's basic financial statements include both government-wide (reporting the funds maintained by the City Court as a whole) and fund financial statements (reporting the City Court's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The City Court's general fund and building fund are classified as governmental activities. The City Court does not have any business-type activities. The government-wide statements include all funds of the City Court except for fiduciary funds.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The City Court's net position is reported in two parts - restricted and unrestricted.

(Continued)

City Court of Minden
Minden, Louisiana
Notes to Financial Statements
December 31, 2025
(Continued)

The government-wide Statement of Activities reports both the gross and net cost of each of the City Court's functions. The functions are also supported by general government revenues (interest and miscellaneous income). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, which must be directly associated with the function. Program revenues included in the Statement of Activities are derived directly from Court users as a fee for services. The net costs (by function) are normally covered by general revenue (interest and miscellaneous income). This government-wide focus is more on the sustainability of the City Court as an entity and the change in the City Court's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the City Court are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the City Court:

1. Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the City Court:
 - a. General funds are the general operating funds of the City Court. They are used to account for all financial resources except those required to be accounted for in another fund.
 - b. The special revenue fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The special revenue fund of the City Court is the Building fund.
2. Fiduciary funds – Fiduciary funds are used to report assets held in a trustee or custodial capacity for others and therefore are not available to support City Court programs. The reporting focus is on net position and changes in net position and is reported using the accrual basis of accounting.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Non-major funds by category are summarized into a single column. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The City Court's general fund and the building fund are reported as major funds in the fund financial statements. The building fund is used to account for fines and fees derived from traffic tickets and civil filings allowed under LSA R.S. 13:1910. Funds are dedicated exclusively to the acquisition, leasing, construction, equipping, and maintenance of new and existing city courts and for the maintenance and payment of any bond indebtedness on any such existing facility.

(Continued)

City Court of Minden
Minden, Louisiana
Notes to Financial Statements
December 31, 2025
(Continued)

The fiduciary funds of the City Court are custodial funds, consisting of the Civil fund and Criminal fund. Custodial funds account for assets held by the City Court as an agent for others pending Court action and, therefore, are not incorporated into the government-wide statements.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

The governmental funds in the government-wide financial statements and the fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Revenues of the City Court consist principally of interest income and fines and fees for services relating to court filings. Interest income is recorded when earned. Fines and fees for services are recorded when received in cash because they are generally not measurable until actually received.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. Depreciation is not recognized in the governmental fund financial statements.

E. Cash, Cash Equivalents, and Investments

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of ninety (90) days or less when purchased. Under state law, the Court may deposit funds in demand deposits, interest bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Investments are limited by R.S. 33:2955.

(Continued)

City Court of Minden
Minden, Louisiana
Notes to Financial Statements
December 31, 2025
(Continued)

F. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Office equipment	5-7 years
Computer equipment	5-7 years

For fund financial statements, capital assets are recorded as expenditures in the governmental funds at the time purchased.

No depreciation is recorded in the fund financial statements.

Lease assets are amortized using the straight-line method over the shorter of the lease term or the useful life of the underlying asset. As of December 31, 2025, the Court has one equipment lease which is being amortized over the lease term of 63 months.

G. Net Position

Government-wide net position is divided into three components: Net investment in capital assets consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets. Restricted net position consists of assets that are restricted by the Court's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors (less related liabilities and deferred inflows of resources). All other net position is reported as unrestricted net position. When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the Court's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires 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.

(Continued)

City Court of Minden
Minden, Louisiana
Notes to Financial Statements
December 31, 2025
(Continued)

I. Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.
2. Restricted - amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - amounts that can be used only for the specific purposes as a result of constraints imposed by the City Court judge (the City Court's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the judge removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned - amounts that are constrained by the Court's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications.

The Court's policy is to apply expenditures against restricted fund balance and then to other, less-restrictive classifications - committed and then assigned fund balances before using unassigned fund balances.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

J. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *Deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Court currently has deferred outflows of resources related to pensions in the government-wide statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an

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acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Court currently has deferred inflows of resources related to pensions in the government-wide statement of net position.

K. Interfund Activity

Interfund activity is reported as either loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

L. Prepaid Items

Prepaid items reported in the government wide financial statements represent payments for maintenance agreements and insurance that will benefit periods beyond December 31, 2025.

M. Pensions

The Minden City Judge is a member of the Louisiana State Employees Retirement System (LASERS), a cost-sharing, multiple-employer defined benefit pension plan, as described in Note 8. The plan utilizes the accrual basis of accounting. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plan, and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan.

N. Fair Value Measurements

Generally accepted accounting principles require disclosure to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

Level 1 inputs – The valuation is based on quoted market prices for identical assets or liabilities traded in active markets.

Level 2 inputs – The valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability.

Level 3 inputs – The valuation is determined by using the best information available under the circumstances and might include the government's own data but should adjust those data if (a) reasonably available information indicates that other market participants would use different data or (b) there is something particular to the government that is not available to other market participants.

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The asset's or liability's fair value measurement level within the fair value hierarchy is based on lowest level of any input that is significant to the fair value measurement.

O. Compensated Absences

The Court's policy allows accumulation of vacation and sick leave based upon years of service. Employees may carry over accumulated vacation and sick leave from year to year. Remaining annual and sick leave balances are not paid to employee upon retirement or separation from employment.

(2) Budgets

The proposed budget for the year ended December 31, 2025, was adopted on the cash basis of accounting which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles (GAAP). All appropriations lapse at year-end.

Formal budget integration is employed as a management control device during the year. Budget amounts included in the accompanying financial statements include the original and amended budgets. There was one amendment to the budget for the year ended December 31, 2025.

(3) Cash, Cash Equivalents and Investments

At December 31, 2025, the City Court has cash, cash equivalents, and investments (book balances) totaling \$763,528, as detailed below.

A. Cash and Cash Equivalents – Reconciliation to government-wide Statement of Net Position:

Cash and cash equivalents	\$ 228,560
Custodial funds (not on government-wide statements)	<u>330,893</u>
	<u>\$ 559,453</u>

These deposits with financial institutions 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 at all times equal or exceed the amount on deposit with the fiscal agent bank.

B. Investments

At December 31, 2025, the City Court held certificates of deposit that were classified as investments since their maturity was in excess of ninety days subsequent to their initial purchase. These certificates of deposit are carried at cost which approximates market value and are secured by federal deposit insurance and the pledge of securities owned by the fiscal agent bank. Investments are limited by Louisiana Revised Statute (R. S.) 33:2955.

At December 31, 2025, the Court's general fund had investments totaling \$204,075.

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C. Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. As of December 31, 2025, bank balances of \$779,447 were protected by \$454,075 of federal depository insurance (FDIC). The remaining bank balance of \$325,372 was exposed to custodial credit risk as uninsured deposits protected with pledge securities held by the custodial bank not in the name of the Court.

Even though deposit amounts protected by pledged securities are considered uncollateralized (Category 2) under the provisions of GASB, 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 that the fiscal agent has failed to pay deposited funds upon demand.

Interest Rate Risk: The Court's certificates of deposit have maturities of two years or less which limits exposure to fair value losses arising from rising interest rates.

Credit Risk: The Court's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Court may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Court may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

(4) Expenditures of the City Court Paid by the City of Minden

The City of Minden provides office space, courtrooms, related utility costs, and certain insurance. No amounts have been recognized in the accompanying financial statements for these expenditures paid by the City of Minden.

(5) Interfund Balances

Interfund balances at December 31, 2025 consisted of the following:

	Due From Other Funds	Due To Other Funds	Net
Governmental Funds			
General fund	\$ 190,011	\$	\$ 190,011
Building fund	650	(11,166)	(10,516)
Total Governmental Funds	<u>\$ 190,661</u>	<u>\$(11,166)</u>	<u>\$ 179,495</u>
Custodial Funds	<u>\$</u>	<u>\$(179,495)</u>	<u>\$ (179,495)</u>

The interfund balances are the results of the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

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City Court of Minden
Minden, Louisiana
Notes to Financial Statements
December 31, 2025
(Continued)

(6) Long-term Liabilities

Long-term liability activity for the year ended December 31, 2025, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Net pension liability - LASERS	\$ 264,297	\$	\$ (61,657)	\$ 202,640	\$
Compensated absences		7,598		7,598	7,598
Lease liability - equipment	<u>11,008</u>	<u>32,203</u>	<u>(16,469)</u>	<u>26,742</u>	<u>6,003</u>
Governmental Activities long-term liabilities	<u>\$ 275,305</u>	<u>\$ 39,801</u>	<u>\$ (78,126)</u>	236,980	13,601
Less current portion				<u>(854)</u>	<u>(854)</u>
Total long-term liabilities governmental activities				<u>\$ 236,126</u>	<u>\$ 12,747</u>

Leased Equipment

The Court has a lease agreement for equipment. The equipment is included in governmental activities capital assets at a cost of \$32,203, with accumulated amortization totaling \$5,623 as of December 31, 2025. Interest has been imputed at a rate of 1.65%, and the Court will make monthly payments through May 2030. The future lease payments under lease agreement are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2026	\$ 6,003	\$ 396
2027	6,103	296
2028	6,204	195
2029	6,307	92
2030	<u>2,125</u>	<u>7</u>
	<u>\$ 26,742</u>	<u>\$ 986</u>

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City Court of Minden
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Notes to Financial Statements
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(7) Capital Assets

Capital asset activity for the year ended December 31, 2025, was as follows:

	Balance at Jan. 1, 2025	Additions	Deletions	Balance at Dec. 31, 2025
Governmental Activities:				
Capital assets, being depreciated:				
Equipment	\$ 35,612	\$	\$	\$ 35,612
Leased assets - equipment	21,809	32,203	(21,809)	32,203
Total capital assets, being depreciated	<u>57,421</u>	<u>32,203</u>	<u>(21,809)</u>	<u>67,815</u>
Less accumulated depreciation				
Equipment	(35,612)			(35,612)
Leased assets - equipment	(11,257)	(6,350)	11,984	(5,623)
Total accumulated depreciation/amortization	<u>(46,869)</u>	<u>(6,350)</u>	<u>11,984</u>	<u>(41,235)</u>
Governmental activities, capital assets, net	<u>\$ 10,552</u>	<u>\$ 25,853</u>	<u>\$ (9,825)</u>	<u>\$ 26,580</u>

Depreciation/amortization expense for the year ended December 31, 2025, was \$6,350.

(8) Pension Plan

LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM

The Court participates in the Louisiana State Employees' Retirement System (LASERS or the System), a cost-sharing multiple-employer defined benefit pension plan established by Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) to provide retirement allowances and other benefits to eligible state officers, employees, and their beneficiaries.

Plan Description

The System was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of La. R.S. 11:401, as amended, for eligible state officers, employees and their beneficiaries. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

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The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement Benefits

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification. Our rank-and-file members hired prior to July 1, 2006, may either retire with full benefits at any age upon completing 30 years of creditable service, at age 55 upon completing 25 years of creditable service, and at age 60 upon completing 10 years of creditable service depending on their plan. Those members hired between July 1, 2006 and June 30, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015 may retire at age 62 upon completing five years of creditable service. The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to July 1, 2006. For members hired July 1, 2006 or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of years of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement benefits throughout their life, with certain benefits being paid to their designated beneficiary after their death.

Act 992 of the 2010 Louisiana Regular Legislative Session changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire at age 60 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Hazardous duty members are eligible to retire with twelve years of creditable service at age 55, 25 years of creditable service at any age or with a reduced benefit after 20 years of creditable service. Average compensation will be based on the members' average annual compensation earned for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate and judges a 3.5% accrual rate. The extra 1.0% accrual rate for each year of service for court officers, the governor, lieutenant governor, legislators, House clerk, sergeants at arms, or Senate secretary, employed after January 1, 2011, was eliminated by Act 992. Specialty plan and regular members, hired prior to January 1, 2011, who are hazardous duty employees have the option to transition to the new hazardous duty plan.

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Act 226 of the 2014 Louisiana Regular Legislative Session established new retirement eligibility for members of LASERS hired on or after July 1, 2015, excluding hazardous duty plan members. Regular members and judges under the new plan are eligible to retire at age 62 after five years of creditable service and may also retire at any age, with a reduced benefit, after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment. Members in the regular plan will receive a 2.5% accrual rate, and judges a 3.5% accrual rate, with the extra 1.0% accrual rate based on all years of service as a judge. A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does not withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classification.

Deferred Benefits

The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. For members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

Disability Benefits

Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age. Upon reaching retirement age, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees.

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For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation or 100% of final average compensation if the injury was the result of an intentional act of violence.

Survivor's Benefits

Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011, who was in state service at the time of death, must have a minimum of five years of service credits, at least two of which were earned immediately prior to death, or who had a minimum of twenty years of service credit, regardless of when earned, in order for a benefit to be paid to a minor or handicapped child. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and in active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned. A deceased member's spouse must have been married for at least one year before death.

A Hazardous Duty Services Plan member's surviving spouse and minor or handicapped or mentally incapacitated child or children are entitled to survivor benefits of 80% of the member's final average compensation if the member was killed in the line of duty. If the member dies in the line of duty as a result of an intentional act of violence, survivor benefits may be increased to 100% of the member's final average compensation.

Cost-of-Living Adjustments

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), which are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

Employer Contributions

The employer contribution rate is established annually under Louisiana Revised Statute 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. Each plan pays a separate actuarially determined employer contribution rate. However, all assets of LASERS are used for the payment of benefits for all classes of members, regardless of their plan membership. Rates for the year ended June 30, 2025, are as follows:

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Plan	Plan Status	Employer Rate
Judges hired before 1/1/2011	Closed	40.17%
Judges hired after 12/31/2010	Closed	38.31%
Judges hired on or after 7/1/15	Open	38.31%

The Court's contractually required contribution rate for the period July 2024 through June 2025 was 38.31%, and for the period of July 2025 through June 2026 is 35.24%, of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. The Court's contributions to the System for the years ended December 31, 2025, 2024, and 2023 were \$41,635, \$48,818, and \$43,134, respectively. Included in accrued expenses at December 31, 2025, is \$3,158 of employer contributions due for the month of December 2025, which were paid in January 2026.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2025, the Court reported a liability of \$202,640 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2025, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Court's proportion of the net pension liability was based on a projection of the Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. At June 30, 2025, the Court's proportion was .004500%, which was a decrease of .0003600% from its proportion measure as of June 30, 2024.

For the year ended December 31, 2025, the Court recognized pension expense of \$41,635, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions of \$2,667.

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Notes to Financial Statements
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(Continued)

At December 31, 2025, the Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 2,815	\$
Differences due to change in assumptions		
Net difference between projected and actual earnings on pension plan investments		34,703
Changes in proportion and differences between employer contributions and proportionate share of contributions		11,083
Employer contributions subsequent to the measurement date	21,035	
Total	<u>\$ 23,850</u>	<u>\$ 45,786</u>

The Court reported a total of \$21,035 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2025, which will be recognized as a reduction in net pension liability in the year ended December 31, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year</u>	<u>Amount</u>
2026	\$ (6,665)
2027	(17,161)
2028	(13,217)
2029	(5,928)
Total	<u>\$ (42,971)</u>

Actuarial Methods and Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2025, are as follows:

Valuation Date	June 30, 2025
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	2 years
Investment Rate of Return	7.25% per annum
Inflation Rate	2.40% per annum

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City Court of Minden
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Notes to Financial Statements
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(Continued)

Mortality	Non-disabled members – The PubG-2010 Healthy Retiree on a fully generational basis by Mortality Improvement Scale MP-2021.
Disabled members	Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.
Termination, Disability, and Retirement	Termination, disability, and retirement assumptions were projected based on a five-year (2019-2023) experience study of the System's members.
Salary Increases	Salary increases were projected based on a 2019-2023 experience study of the System's members. The salary increase ranges for judges ranged from a lower range of 2.4% to an upper range of 4.8%.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.40% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 8.30% for 2025. Best estimates of geometric real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2025, are summarized in the following table:

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December 31, 2025
(Continued)

Expected Long Term Real Rates of Return

<u>Asset Class</u>	<u>2025</u>
Cash	.85%
Domestic Equity	4.42%
International Equity	5.22%
Domestic Fixed Income	2.53%
International Fixed Income	5.37%
Alternative Investments	7.43%
Total Fund	5.75%

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC, taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to Changes in Discount Rate

The following presents the Court's proportionate share of the net pension liability using the discount rate of 7.25%, as well as what the Court's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate.

	<u>Changes in Discount Rate</u>		
	1% Decrease	Current Discount Rate	1% Increase
2025 Employer Net Pension Liability	<u>6.25%</u> \$ 308,464	<u>7.25%</u> \$ 202,640	<u>8.25%</u> \$ 132,178

Change in Net Pension Liability

The changes in the net pension liability for the year ended June 30, 2025, were recognized as pension expense or benefit in the current reporting period except as follows:

Differences between Expected and Actual Experience

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Differences between Projected and Actual Investment Earnings

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

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Changes in Actuarial Assumptions:

Changes in actuarial assumptions related to inflation and salary factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Pension Plans Fiduciary Net Positions

Detailed information about the LASERS fiduciary net positions is available in a stand-alone audit report on their financial statements for the year ended June 30, 2025. Access to these reports can be found on the Louisiana Legislative Auditor's website, www.la.la.gov and the System's website, <http://www.lasersonline.org>.

(9) On-Behalf Payments for Salaries, Fringe Benefits and Other Expenses

The Court reports in the financial statements on-behalf salary, fringe benefits, and other expense payments made to the Court and its employees by the City of Minden, the Webster Parish Police Jury, and the State of Louisiana. The City of Minden and the Webster Parish Police Jury contributes pension amounts to the Louisiana State Employees' Retirement System on-behalf of Judge Charles S. Sentell, III. For the year ended December 31, 2025, the City of Minden, Webster Parish Police Jury, and the State of Louisiana made supplementary salary, benefit, and other expense payments totaling approximately \$154,180 to the court and its employees.

(10) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at December 31, 2025 consisted of the following:

Accounts	\$ 2,220
Payroll liabilities	9,187
Compensated absences - current	854
Total	<u>\$ 12,261</u>

(11) Receivables

Receivables at December 31, 2025, consisted of the following:

STEP fees – City of Minden	\$ 18,355
Interest	3,602
Total receivables	<u>\$ 21,957</u>

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Notes to Financial Statements
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(12) Subsequent Events

Subsequent events have been evaluated through September 15, 2026, the date the financial statements were available to be issued.

(13) Prior Period Restatement

The fund balance / net position at December 31, 2024, were restated to correct interfund balances and amounts due to City of Minden, as follows:

	<u>Governmental Activities</u>	<u>General Fund</u>	<u>Fiduciary Funds</u>
Total Fund Balance/Net Position, December 31, 2024			
as previously reported	\$ 141,568	\$ 385,066	\$ 112,415
Correction of amounts due to City of Minden			(10,480)
Correction of interfund balances	<u>38,781</u>	<u>38,782</u>	<u>(38,781)</u>
Total Fund Balance/Net Position, December 31, 2024, restated	<u>\$ 180,349</u>	<u>\$ 423,848</u>	<u>\$ 63,154</u>

City Court of Minden
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Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended December 31, 2025

	Budgeted Amounts		Actual Amounts	Variance-
	Original	Final	(Budgetary Basis)	Favorable (Unfavorable)
Revenues:				
Charges for services -				
fees and fines				
Criminal	\$ 266,888	\$ 284,427	\$ 371,424	\$ 86,997
Civil	232,237	205,964	132,753	(73,211)
On-behalf revenue	236,250			
Interest income	216	120	4,255	4,135
Miscellaneous income	13,913		2,152	2,152
Total revenues	<u>749,504</u>	<u>490,511</u>	<u>510,584</u>	<u>20,073</u>
Expenditures:				
Current:				
General government:				
Salaries	298,951	248,345	252,535	(4,190)
Employee benefits		60,802	54,628	6,174
On-behalf payments	230,640			
Travel	17,657	15,333	15,899	(566)
Office expense	28,424	27,605	30,529	(2,924)
Insurance	9,287	3,635	3,267	368
Professional fees	11,064	30,384	30,645	(261)
Probation (Juvenile seminars)	1,861	1,773		1,773
Library	10,221	11,395	10,404	991
Dues and subscriptions	2,830	2,030	1,692	338
Miscellaneous	3,023	2,852	2,798	54
	<u>613,958</u>	<u>404,154</u>	<u>402,397</u>	<u>1,757</u>
Excess (deficiency) of revenues over expenditures	135,546	86,357	108,187	21,830
Fund balances at beginning of year	<u>274,762</u>	<u>268,429</u>	<u>290,210</u>	<u>21,781</u>
Fund balances at end of year	<u>\$ 410,308</u>	<u>\$ 354,786</u>	<u>\$ 398,397</u>	<u>\$ 43,611</u>

City Court of Minden
Minden, Louisiana
Required Supplementary Information
Budgetary Comparison Schedule
Building Fund
For the Year Ended December 31, 2025

	Budgeted Amounts		Actual Amounts	Variance-
	Original	Final	(Budgetary Basis)	Favorable (Unfavorable)
Revenues:				
Charges for services - fees and fines	\$ 7,000	\$ 5,472	\$ 5,280	\$ (192)
Interest income	20	24	24	
Total revenues	7,020	5,496	5,304	(192)
Expenditures:				
Current:				
General government:				
Operating services	5,000			
Total expenditures	5,000			
Excess (deficiency) of revenues over expenditures	2,020	5,496	5,304	(192)
Fund balances at beginning of year	22,102	21,563	14,263	(7,300)
Fund balances at end of year	\$ 24,122	\$ 27,059	\$ 19,567	\$ (7,492)

City Court of Minden
Minden, Louisiana
Notes to Required Supplementary Information
December 31, 2025

The City Court's budget is adopted on the cash basis for all funds. There was one amendment to the 2025 budget. Budget comparison statements included in the accompanying financial statements include the original and final amended budgets. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>	<u>Building Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	\$ 108,187	\$ 5,304
Adjustments:		
Revenue accruals - net	263,943	311
Expenditure accruals - net	<u>(190,504)</u>	<u> </u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ 181,626</u>	<u>\$ 5,615</u>

City Court of Minden
Minden, Louisiana
Schedule of Proportionate Share of Net Pension Liability
For the Year Ended December 31, 2025

Louisiana State Employees' Retirement System

	<u>Proportion of the net pension liability</u>	<u>Proportionate share of the net pension liability</u>	<u>Covered employee payroll</u>	<u>Proportionate share of the net pension liability as a percentage of covered employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2025	0.004500%	\$ 202,640	\$ 119,267	169.90%	79.30%
2024	0.004860%	264,297	102,769	257.18%	74.60%
2023	0.004640%	310,312	98,330	315.58%	68.40%
2022	0.004670%	353,116	85,668	412.19%	63.70%
2021	0.003170%	174,201	61,455	283.46%	72.80%
2020	0.004750%	332,446	76,367	435.33%	58.00%
2019	0.004750%	344,423	90,742	379.56%	62.90%
2018	0.004770%	325,788	88,793	366.91%	64.30%
2017	0.004930%	347,296	88,043	394.46%	62.50%
2016	0.004800%	376,922	85,283	441.97%	57.70%

City Court of Minden
Minden, Louisiana
Schedule of Contributions
For the Year Ended December 31, 2025

Louisiana State Employees' Retirement System

		<u>Contractually required contribution</u>	<u>Contributions in relation to the contractually required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>Covered employee payroll</u>	<u>Contributions as a percentage of covered employee payroll</u>
2025	\$	41,635	\$ 41,635	\$	\$ 113,463	36.69%
2024		48,818	48,818		118,577	41.17%
2023		43,516	43,516		98,314	44.26%
2022		39,637	39,637		91,317	43.41%
2021		33,505	33,505		77,389	43.29%
2020		23,056	23,056		54,002	42.69%
2019		37,114	37,114		91,641	40.50%
2018		35,249	35,249		89,694	39.30%
2017		33,588	33,588		88,043	38.15%
2016		33,456	33,456		88,043	38.00%

City Court of Minden
Minden, Louisiana
A Component Unit of the City of Minden, Louisiana
Other Supplementary Information
Schedule of Compensation, Benefits and Other Payments to Agency Heads
For the Year Ended December 31, 2025

Agency Head: Judge Charles S. Sentell, III

SECTION I

Paid by the City Court of Minden

Purpose

Salary	\$ 113,463
Benefits - retirement	41,635
Conferences	1,775
Travel	6,533
Seminars	1,050

SECTION II

Paid by the City of Minden

Purpose

Salary	6,231
Benefits-retirement	2,288

Paid by Webster Parish Police Jury

Purpose

Salary	6,000
Benefits - retirement	2,206

City Court of Minden**Justice System Funding Schedule - Receiving Schedule**

Cash Basis Presentation

As Required by La. R.S. 24:515.2

		Amount for 01/01/2025 - 06/30/2025	Amount for 07/01/2025 - 12/31/2025
1. Ending Balance of Amounts Assessed but Not Received:		-	-
2. Details of Receipts from Collecting/Disbursing Agency			
		Amount for 01/01/2025 - 06/30/2025	Amount for 07/01/2025 - 12/31/2025
Agency Remitting Money	Remittance Type		
City of Minden	a. Civil Fees	117,357	110,014
Village of Dixie Inn	a. Civil Fees	-	16,830
Administrative Dept of Public Safety and Corrections Correction Ser	a. Civil Fees	441	173

City Court of Minden
Justice System Funding Schedule - Collecting/Disbursing Schedule

Cash Basis Presentation

As Required by La. R.S. 24:515.2

	Amount for 01/01/2025 - 06/30/2025	Amount for 07/01/2025 - 12/31/2025
1. Beginning Cash Balance	210,621	220,148
2. Collections		
a. Civil Fees	104,388	96,768
b. Bond Fees	-	-
c. Cash Bonds	-	-
d. Asset Forfeiture/Sale	-	-
e. Pre-Trial Diversion Program Fees	-	-
f. Criminal Court Costs/Fees	-	-
g. Criminal Fines – Contempt	-	-
h. Criminal Fines – Other/Non-Contempt	117,306	127,940
i. Restitution	-	-
j. Probation/Parole/Supervision Fees	9,137	8,761
k. Service Fees	-	-
l. Collection Fees	-	-
m. Interest Earnings on Collected Balances	114	142
n. Other	-	-
Total Collected	230,945	233,611
3. Deductions: Collections Retained by the City Court of Minden		
I. Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
II. Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
III. Other Amounts "Self-Disbursed" [Enter amounts on appropriate collection type lines]		
a. Civil Fees	77,297	55,137
b. Bond Fees	-	-
c. Cash Bonds	-	-
d. Asset Forfeiture/Sale	-	-
e. Pre-Trial Diversion Program Fees	-	-
f. Criminal Court Costs/Fees	-	-
g. Criminal Fines – Contempt	-	-
h. Criminal Fines – Other/Non-Contempt	81,420	49,934
i. Restitution	-	-
j. Probation/Parole/Supervision Fees	9,137	8,761
k. Service Fees	-	-
l. Collection Fees [excluding amounts reported in bullets I and II above]	-	-
m. Interest Earnings on Collected Balances	-	-
n. Other	-	-
Total Collections Retained by the City Court of Minden	167,854	113,832
4. Deductions: Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits		
a. Collection/Processing Fees Paid to Third Party Entities	-	-
b. Civil Fee Refunds	505	182
c. Bond Refunds	-	-
d. Restitution Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit	1,663	1,623
e. Other Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit	3,341	10,611
Total Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits	5,509	12,416
5. Deductions: Total Disbursements to Other Governments & Nonprofits [See Disbursements to Other Governments & Nonprofits Form for Details]	48,055	46,498
6. Total Amounts Disbursed/Retained	221,418	172,746
7. Ending Cash Balance	220,148	281,013
8. Ending Balance of "Partial Payments" Collected but not Disbursed	-	-
9. Other Information:		
I. Ending Balance of Amounts Assessed but Not Yet Collected [i.e. total ending receivable balances]	-	-
II. Total Waivers During the Fiscal Period [i.e. non-cash reduction of receivable balances, such as time served or community service]	-	-

City Court of Minden

Justice System Funding Schedule - Disbursements to Other Governments & Nonprofits Form

Cash Basis Presentation

As Required by La. R.S. 24:515.2

5. Details of Disbursements To Other Governments & Nonprofits (Do not include amounts retained by your entity in this table.)

Agency Receiving Money	Disbursement Description [Fund, Program, etc.] (Optional)	Legal Authority to Disburse Money	Disbursement Type	Amount for 01/01/2025 - 06/30/2025	Amount for 07/01/2025 - 12/31/2025
Minden City Marshal	\$5530. Fees in civil matters	R.S. 13:5530	a. Civil Fees	8,170	11,160
Minden City Marshal		R.S. 13:1899	f. Criminal Court Costs/Fees	16,012	13,842
Supreme Court		R.S. 13:5530	a. Civil Fees	473	96
Supreme Court		R.S. 13:86	f. Criminal Court Costs/Fees	20	17
Department of the Treasury		R.S. 13:10.3	a. Civil Fees	6,955	5,988
East Baton Rouge Parish Sheriff		R.S. 13:5530	a. Civil Fees	843	823
Bossier Parish Sheriff		R.S. 13:5530	a. Civil Fees	1,681	892
New Orleans 1st City Court Constable		R.S. 13:5530	a. Civil Fees	-	30
Bienville Parish Sheriff		R.S. 13:5530	a. Civil Fees	851	424
Caddo Parish Sheriff		R.S. 13:5530	a. Civil Fees	1,088	655
Calcasieu Parish Sheriff		R.S. 13:5530	a. Civil Fees	34	-
Claiborne Parish Sheriff		R.S. 13:5530	a. Civil Fees	1,286	353
Desoto Parish Sheriff		R.S. 13:5530	a. Civil Fees	-	59
Lafayette Parish Sheriff		R.S. 13:5530	a. Civil Fees	-	36
Lincoln Parish Sheriff		R.S. 13:5530	a. Civil Fees	38	149
Ouachita Parish Sheriff		R.S. 13:5530	a. Civil Fees	262	-
Webster Parish Sheriff		R.S. 13:5530	a. Civil Fees	455	255
Department of the Treasury		CCRP 887 (F)(1)	f. Criminal Court Costs/Fees	174	159
Louisiana Department of Health		R.S. 46:2633	f. Criminal Court Costs/Fees	195	175
26th Judicial District Public Defender		R.S. 15:168	f. Criminal Court Costs/Fees	3,755	3,295
Ware Youth Center		R.S. 15:1097.6	f. Criminal Court Costs/Fees	435	397
LA Commission on Law Enforcement and Administration of Criminal Justice		R.S. 46:1816(D)	f. Criminal Court Costs/Fees	76	69
Criminalistics Laboratory North Louisiana		R.S. 40:2266.1.1	f. Criminal Court Costs/Fees	150	180
Village of Dixie Inn		R.S. 13:1898	f. Criminal Court Costs/Fees	4,543	7,272
Village of Dubberly		R.S. 13:1898	f. Criminal Court Costs/Fees	409	100
City of Minden		R.S. 13:2004 (A)	f. Criminal Court Costs/Fees	150	72

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**Report on Internal Control over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements
Performed In Accordance With *Government Auditing Standards***

Independent Auditors' Report

City Court of Minden
Minden, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City Court of Minden as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the City Court of Minden's basic financial statements, and have issued our report thereon dated September 15, 2026.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of current year audit findings as items 2025-002 and 2025-003 that we consider to be material weaknesses.

Report on Compliance and Other Matters

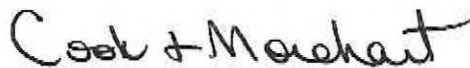
As part of obtaining reasonable assurance about whether City Court of Minden's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of current year audit findings as item 2025-001.

The City Court of Minden's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City Court of Minden's response to the findings identified in our audit and described in the accompanying Schedule of Current Year Audit Findings. The City Court of Minden's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Cook & Morehart,
Certified Public Accountants, LLC
September 15, 2026

City Court of Minden
Minden, Louisiana
Summary Schedule of Prior Year Audit Findings
For Louisiana Legislative Auditor
December 31, 2025

There were two findings in the prior audit for the year ended December 31, 2024.

2024-001 – Budget Compliance

Finding: Actual revenues failed to reach budgeted revenues by more than 5% for both the General Fund and the Building Fund.

Recommendation: We recommend that the City Court monitor the adoption and amendment of its budgets as required by the Local Government Budget Act.

Current Status: No finding reported in current year audit for the year ended December 31, 2025.

2024-002 – Late Filing

Finding: The City Court failed to file its 2024 annual audit by the required deadline of June 30, 2025.

Recommendation: We recommend that the City Court ensure that records are maintained to allow timely performance of annual reporting.

Current Status: See finding in current year audit for the year ended December 31, 2025.

City Court of Minden
Minden, Louisiana
Schedule of Current Year Audit Findings
For Louisiana Legislative Auditor
December 31, 2025

There are three findings in the current audit for the year ended December 31, 2025, as noted below:

2025-001 – Late filing

Criteria: Louisiana Revised Statute 24:513 requires the audit of the City Court of Minden to be submitted to the Louisiana Legislative Auditor (LLA) no later than six months after the Court's year end. The due date for the report with a December 31, 2025 year end was June 30, 2026.

Condition: The City Court of Minden did not file its annual report for the year ended December 31, 2025 by the due date.

Cause: Additional time was needed to adjust the City Court of Minden's accounting records and provide information needed for the audit.

Effect: The audit was not able to be completed for submission by June 30, 2026, resulting in noncompliance with the requirements of Louisiana Revised Statute 24:513.

Recommendation: We recommend that the City Court of Minden ensure that the accounting records are maintained to allow timely performance of annual reporting.

Management's Response: The City Court of Minden will implement procedures to ensure compliance with Louisiana Revised Statute 24:513.

2025-002 – Reconciliation of Subsidiary Ledgers

Criteria: Internal controls should be in place for ensuring that activity is correctly recorded in the subsidiary ledgers for the City Court of Minden's custodial funds and is reconciled to the general ledgers on a current basis, including reconciling bank statements to the general ledgers.

Material Weakness: Controls were not in place to ensure that activity recorded in the subsidiary ledgers and bank reconciliations were reconciled to general ledgers for the City Court of Minden's civil and criminal custodial funds.

Cause: Controls were not in place for ensuring that all transactions recorded in the subsidiary ledgers and bank reconciliations were reconciled to transactions recorded in the general ledgers for the City Court of Minden's civil and criminal custodial funds on a current basis.

Effect: Without a reconciliation of subsidiary ledgers and bank reconciliations to the general ledgers, errors could be made and go undetected.

Recommendation: We recommend that subsidiary ledgers and bank reconciliations for the City Court of Minden's civil and criminal custodial funds be reconciled to general ledgers on a current basis.

Management's Response: The Court will implement controls for reconciling transactions recorded in the subsidiary ledgers and bank reconciliations with the general ledgers.

(Continued)

City Court of Minden
Minden, Louisiana
Schedule of Current Year Audit Findings
For Louisiana Legislative Auditor
December 31, 2025
(Continued)

2025-003 – Daily Work and Deposits

Criteria: Controls should be in place for ensuring that all daily work for collections is reviewed and approved by someone independent of the collection process. Controls should also be in place over remote-scanned deposits to ensure such deposits clear the bank in a timely manner.

Material Weakness: Controls were not in place for ensuring a physical documentation of review/approval of daily work by someone independent of the collection process. In addition, controls were not in place with regards to electronic remote-scanned deposits to ensure that such deposits cleared the bank and in a timely manner. Four remote deposits were noted which did not clear the bank timely.

Cause: The Court has some controls in place with regards to review of daily work/deposits. However, there was not always physical documentation to substantiate who prepared the daily work and who reviewed/approved the daily work. In addition, no review procedures were in place with regards to electronic remote deposits to ensure all such deposits cleared the bank and in a timely manner.

Effect: Without proper controls in place over daily work/deposits, errors could occur and not be detected.

Recommendation: We recommend that controls be established to ensure physical documentation of who prepared the daily work as well as the review/approval of the daily work by someone independent of the collection process. In addition, we recommend controls be implemented with regards to electronic remote deposits to ensure that all such deposits cleared the bank and in a timely manner.

Management's Response: The Court will develop additional controls with regards to documentation of preparation of daily work and documentation of review/approval of daily work by someone independent of the collection process. The Court will also implement controls over remote-scanned deposits to ensure all such deposits clear the bank in a timely manner.

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Independent Accountants' Report on
Applying Agreed-Upon Procedures

The Honorable
Judge Charles S. Sentell, III

City Court of Minden
Minden, Louisiana
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2025 through December 31, 2025. The City Court of Minden's management's is responsible for those C/C areas identified in the SAUPs.

The City Court of Minden has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2025 through December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
 - iii. **Disbursements**, including processing, reviewing, and approving.

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedures performed. No exceptions noted.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or

included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

The Court's Judge is an independently elected official and is not required to have board or finance meetings. The Court did not have a negative unassigned fund balance in the prior year audit report.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
 - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedures performed. Noted the following exceptions:

Exception: Five (5) of the bank reconciliations tested did not have evidence that a member of management reviewed the bank reconciliations. Bank reconciliations are prepared by contract accountant.

Exception: No evidence that management has researched outstanding items that are more than 12 months of the date the reconciliation was prepared.

4) Collections (excluding electronic funds transfers)

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

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
- i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
 - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Procedures performed. Noted the following exceptions:

Exception: Employees responsible for cash collections share the same cash drawer.

Exception: The Court could not obtain evidence that all employees who collect cash are covered by a bond or insurance policy for theft.

Exception: Court deposits were not being made within one business day of receipt.

5) Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
 - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - ii. At least two employees are involved in processing and approving payments to vendors;
 - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
 - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedures performed. Noted the following exception:

Exception: Employee responsible for processing payments mails checks after signature and can also add/modify vendor files.

Exception: The electronic disbursement selected for testing was not approved by the individual authorized to disburse funds (e.g., sign checks) per the entity's policy, and was not approved by the required number of authorized signers per the entity's policy

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
 - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., itemized receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.
- D. Using the list of terminated employees obtained in Payroll and Personnel procedure #9C, identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

Procedures performed. Noted the following exceptions:

Exception: One of the credit card statements selected for testing was not approved by someone other than the authorized card holder.

Exception: One of the meal charges tested did not document the names of the individuals participating in meal.

7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid

expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedures performed. No exceptions noted.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
 - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
 - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
 - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Procedures followed. No exceptions noted.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedure performed. No exceptions noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Procedures performed. No exceptions noted.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

City Court of Minden does not have any debt.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

The Court represented that there were no misappropriations of public funds or assets during the fiscal year.

- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Procedures performed. No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

- A. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- B. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- C. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
- E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedures #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 – Completed the training; and

- Hired on or after June 9, 2020 – Completed the training within 30 days of initial service or employment.

We performed the procedures and discussed the results with management.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Procedures performed. No exceptions noted.

We were engaged by the City Court of Minden, to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City Court of Minden, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Cook & Morehart

Cook & Morehart,
Certified Public Accountants, LLC
September 15, 2026



SHERB SENTELL III
Judge

TAMMY R. FRYE
Clerk of Court

CITY COURT OF MINDEN

IN AND FOR WARD ONE - WEBSTER PARISH

P.O. Drawer 968
Minden, Louisiana 71058-0968
Phone 318 / 377-4308
Fax 318 / 371-1335

ROBYN R. GUTHRIE
Chief Deputy Clerk

PATRICIA AGUILERA
Deputy Clerk

DANEYELL FRAZIER
Deputy Clerk

September 15, 2026

Cook & Morehart,
Certified Public Accountants, LLC
1215 Hawn Ave
Shreveport, LA 71107

The City Court of Minden submits the following responses to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended December 31, 2025:

Exception: Five (5) of the bank reconciliations tested did not have evidence that a member of management reviewed the bank reconciliations.

Response: Management will document its review of bank reconciliations on a monthly basis. Bank reconciliations are prepared by contract accountant.

Exception: No evidence that management has researched outstanding items that are more than 12 months of the date the reconciliation was prepared.

Response: Management will begin researching items that are over 12 months outstanding.

Exception: Employees responsible for cash collections share the same cash drawer.

Response: Management will consider alternate procedures for cash drawers.

Exception: The Court could not obtain evidence that all employees who collect cash are covered by a bond or insurance policy for theft.

Response: Management will ensure that insurance policies include all employees in the future.

Exception: Court deposits were not being made within one business day of receipt.

Response: Deposit will be made more often in the future.

Exception: Employee responsible for processing payments mails checks after signature and can also add/modify vendor files.

Response: The Court will consider alternate controls in this area.

Exception: The electronic disbursement selected for testing was not approved by the individual authorized to disburse funds (e.g., sign checks) per the entity's policy, and was not approved by the required number of authorized signers per the entity's policy.

Response: The Court will implement procedures for ensuring that all electronic disbursements are approved by those authorized to disburse funds and by the required number of authorized signers, per the Court's policy.

Exception: One of the credit card statements selected for testing was not approved by someone other than the authorized card holder.

Response: Management will physically document review of the statements in the future. All payments are approved by management.

Exception: One of the meal charges tested did not document the names of the individuals participating in meal.

Response: Individuals participating in meals will be documented in the future.

Sincerely,

A handwritten signature in dark ink, appearing to read "Shub Sentell", written over the word "Sincerely,".

Judge Charles S. Sentell, III
City Court of Minden