

CITY COURT OF CROWLEY, LOUISIANA

Financial Report

Year Ended August 31, 2023

CITY COURT OF CROWLEY, LOUISIANA

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THIBODEAUX ACCOUNTING COMPANY

A LIMITED LIABILITY COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 34 • 801 THE BOULEVARD, SUITE B • RAYNE, LOUISIANA 70578 • (337) 334-7251 FAX (337) 334-7002

INDEPENDENT AUDITOR'S REPORT

The Honorable Marie B. Trahan
City Judge
City Court of Crowley
Crowley, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of City Court of Crowley, Louisiana, a component unit of the City of Crowley, Louisiana, as of and for the year ended August 31, 2023, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City Court of Crowley, Louisiana, as of August 31, 2023, and the respective changes in financial position and, where applicable, cash flows 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City Court of Crowley, Louisiana 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 the City Court of Crowley'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.

Auditor's Responsibility 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 generally accepted 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 judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment 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 the City Court of Crowley'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 the City Court of Crowley'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 35-38 and the schedule of employer's share of net pension liability and the schedule of employer contributions on pages 39-41 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 financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City Court of Crowley's basic financial statements. The schedule of compensation, benefits and other payments to Agency Head or Chief Executive Officer and the Justice system funding schedule- collecting/disbursing entity are presented for purposes of additional analysis and are 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 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 or Chief Executive Officer and the Justice system funding schedule- collecting/disbursing entity are fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report February 28, 2024, on our consideration of the City Court of Crowley's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City Court of Crowley's internal control over financial reporting and compliance.

Thibodeaux Accounting Company

Thibodeaux Accounting Company

A Limited Liability Company

Rayne, Louisiana

February 28, 2024

Basic Financial Statements
Government-Wide Financial Statements (GWFS)

CITY COURT OF CROWLEY, LOUISIANA

STATEMENT OF NET POSITION
Year Ended August 31, 2023

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 265,598
Capital Assets:	
Furniture and Equipment	203,464
Less: Accumulated Depreciation	<u>(179,915)</u>
Capital assets, depreciable, net	<u>23,549</u>
Total Assets	<u>289,147</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources, pension related	<u>97,176</u>
Total Deferred Outflows of Resources	<u>97,176</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u><u>386,323</u></u>
LIABILITIES	
Current Liabilities:	
Accounts payable and accrued expenses	\$ 37,415
Due to other funds	-
Noncurrent Liabilities:	
Compensated absences	12,686
Net Pension Liability	<u>324,406</u>
Total Liabilities	<u>\$ 374,507</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources, pension related	<u>11,446</u>
Total Deferred Inflows of Resources	<u>11,446</u>
NET POSITION	
Invested in capital assets	\$ 23,549
Unrestricted	<u>(23,179)</u>
Total Net Position	<u>\$ 370</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$ 386,323</u></u>

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

STATEMENT OF ACTIVITIES Year Ended August 31, 2023

Function / Program	Expenses	Program Revenues		Net (Expense) Revenue and Change in Net Position
		Charges for Services, Fines, and Forfeits	Operating Contributions	2023 Governmental Activities
Governmental activities:				
General government	<u>\$ 261,990</u>	<u>\$ 185,560</u>	<u>\$ 80,000</u>	\$ 3,570
General revenues and transfers:				
Transfers				<u>-</u>
Change in net position				\$ 3,570
Net position, beginning				(3,200)
Prior period adjustments				<u>-</u>
Net position, ending				<u>\$ 370</u>

The accompanying notes are an integral part of this statement.

Fund Financial Statements

CITY COURT OF CROWLEY, LOUISIANA

**BALANCE SHEET
GOVERNMENTAL FUNDS
Year Ended August 31, 2023**

	<u>General Fund</u>	<u>Judicial Fees Fund</u>	<u>Judicial Building Fund</u>	<u>Other Governmental Funds</u>	<u>TOTALS 2023</u>
ASSETS					
Cash	\$ 163,701	\$ 60,254	\$ 15,982	\$ 25,661	\$ 265,598
Accounts Receivable	-	-	-	-	-
Due from other funds	<u>684</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>684</u>
Total Assets	<u><u>\$ 164,385</u></u>	<u><u>\$ 60,254</u></u>	<u><u>\$ 15,982</u></u>	<u><u>\$ 25,661</u></u>	<u><u>\$ 266,282</u></u>
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts payable and accrued expenses	\$ 36,601	\$ 814	\$ -	\$ -	\$ 37,415
Due to other funds	<u>-</u>	<u>684</u>	<u>-</u>	<u>-</u>	<u>684</u>
Total Liabilities	<u><u>\$ 36,601</u></u>	<u><u>\$ 1,498</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 38,099</u></u>
FUND BALANCES					
Unassigned	<u>127,784</u>	<u>58,756</u>	<u>15,982</u>	<u>25,661</u>	<u>228,183</u>
Total Liabilities and Fund Balances	<u><u>\$ 164,385</u></u>	<u><u>\$ 60,254</u></u>	<u><u>\$ 15,982</u></u>	<u><u>\$ 25,661</u></u>	<u><u>\$ 266,282</u></u>

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

**RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
Year Ended August 31, 2023**

Total fund balances - Governmental funds	\$ 228,183
Total net assets for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and are therefore not reported in the governmental funds.	
Capital assets, net	23,549
Compensated absences	(12,686)
Deferred Outflows	97,176
Net pension liability	(324,406)
Deferred Inflows	<u>(11,446)</u>
Net Position of Governmental Activities	<u>\$ 370</u>

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended August 31, 2023

					<u>TOTALS</u>
	General Fund	Judicial Fees Fund	Judicial Building Fund	Other Governmental Funds	<u>2023</u>
Revenues:					
Fines and fees	\$ 85,589	\$ 71,397	\$ 22,465	\$ 4,350	\$ 183,801
Intergovernmental	80,000	-	-	-	80,000
Miscellaneous income	1,759	-	-	-	1,759
Total Revenues	<u>\$ 167,348</u>	<u>\$ 71,397</u>	<u>\$ 22,465</u>	<u>\$ 4,350</u>	<u>\$ 265,560</u>
Expenditures:					
Current -					
General government:					
Salaries, payroll taxes, and retirement	\$ 160,440	\$ -	\$ -	\$ -	\$ 160,440
Office Expenses	10,223	41,392	7,747	-	59,362
Fines and fees	-	1,697	-	-	1,697
Professional services	16,575	3,204	-	-	19,779
Juvenile housing costs	-	-	-	-	-
District attorney fees	-	-	-	-	-
Miscellaneous	6,428	95	11,195	-	17,718
Total general government	\$ 193,666	\$ 46,388	\$ 18,942	\$ -	\$ 258,996
Capital Outlay	2,429	-	11,833	-	14,262
Total expenditures	<u>\$ 196,095</u>	<u>\$ 46,388</u>	<u>\$ 30,775</u>	<u>\$ -</u>	<u>\$ 273,258</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (28,747)</u>	<u>\$ 25,009</u>	<u>\$ (8,310)</u>	<u>\$ 4,350</u>	<u>\$ (7,698)</u>
Other sources (uses):					
Transfers out	\$ -	\$ (20,000)	\$ -	\$ -	\$ (20,000)
Transfers in	10,000	-	10,000	-	20,000
Total other sources (uses):	<u>\$ 10,000</u>	<u>\$ (20,000)</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ (18,747)	\$ 5,009	\$ 1,690	\$ 4,350	\$ (7,698)
Fund balances, beginning,	146,531	53,747	14,292	21,311	235,881
Prior period adjustments	-	-	-	-	-
Fund balance, ending	<u><u>\$ 127,784</u></u>	<u><u>\$ 58,756</u></u>	<u><u>\$ 15,982</u></u>	<u><u>\$ 25,661</u></u>	<u><u>\$ 228,183</u></u>

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
Year Ended August 31, 2023

Net Change in Fund Balances - Total Governmental Funds	\$ (7,698)
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The change in net position reported for governmental activities
in the statement of activities is different because:

Governmental funds report capital outlays as expenditures.
However, in the statement of activities, the costs of these
assets is allocated over their estimated useful lives as
depreciation expense.

Capital Outlay	\$ 14,262	
Depreciation expense	<u>(8,197)</u>	\$ 6,065

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 governmental funds

Increase in Compensated Allowances	\$ (2,220)
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The change in other post employment benefit obligation reported in the statement
of activities does not require the use of current financial resources, and, therefore,
is not reported as an expenditure in the governmental funds.

Net change in pension liability and deferred inflows/outflows of resources	<u>\$ 7,423</u>
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Change in Net Position of Governmental Activities	<u><u>\$ 3,570</u></u>
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The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

STATEMENT OF FIDUCIARY NET POSITION
Year Ended August 31, 2023

	<u>Custodial Funds</u>
ASSETS	
Cash and interest-bearing deposits	<u>\$ 189,364</u>
LIABILITIES	
Accounts payable and accrued expenses	<u>\$ 63,022</u>
NET POSITION	
Restricted for individuals, organizations and other governments	<u><u>\$ 126,342</u></u>

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
Year Ended August 31, 2023

	<u>Custodial Funds</u>
Additions:	
Deposits-	
Fines and court costs- criminal	\$ 480,864
Civil suit collections	435,588
Bonds	<u>100</u>
 Total Additions	 <u>\$ 916,552</u>
Reductions:	
Civil and criminal fees distributed to others	\$ 882,102
Other	<u>16,325</u>
 Total Reductions	 <u>898,427</u>
 Net change in fiduciary position	 18,125
 Net position, beginning of year	 <u>108,217</u>
 Net position, end of year	 <u>126,342</u>

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

NOTES TO THE BASIC FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

The accompanying financial statements of the City Court of Crowley, Louisiana (the "City Court"), have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the City Court are described below.

Financial Reporting Entity:

A financial reporting entity consists of (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the primary government is not accountable, but for which the nature and significance of their relationship with the primary governments are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Primary Government -

The City Court was created under the authority of Louisiana Revised Statute (LSA-RS) 13:1952. Louisiana Revised Statutes provide for territorial jurisdiction, powers, authority, functions, election and/or appointment, tenure, and compensation of individuals. The City Judge is elected for a term of six years and receives an annual salary payable monthly by the City of Crowley (the "City") and the Acadia Parish Police Jury. The City Marshal's Office is administered by a separately elected City Marshal. These financial statements do not include separate funds received and administered directly by the City Marshal or by the City on behalf of the City Marshal's Fund.

Component Units -

GASB Statement No. 14, "The Financial Reporting Entity", establishes criteria for determining which entities should be considered a component unit and, as such, part of the reporting entity for financial reporting purposes. The basic criteria are as follows:

1. A potential component unit must have separate corporate powers that distinguish it as being legally separate from the primary government. These include the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued in its own name without recourse to a state or local government, and the right to buy, sell, lease, and mortgage property in its own name.
2. The primary government must be financially accountable for a potential component unit. Financial accountability may exist as a result of the primary government appointing a voting majority of the potential component unit's governing body, their ability to impose their will on the potential component unit by significantly influencing the programs, projects, activities, or level of services performed or provided by the potential component unit, or the existence of a financial benefit or burden. In addition, financial accountability may also exist as a result of a potential component unit being fiscally dependent on the primary government.

In some instances, the potential component unit should be included in the reporting entity (even when the criteria in No. 2 above are not met), if exclusion would render the reporting entity's financial statements incomplete or misleading.

The City Court is fiscally dependent on the City for office space, courtrooms, and related utility costs, as well as partial funding of salary costs. Because the City Court is fiscally dependent upon the City, the City Court is determined to be a component unit of the City, the financial reporting entity.

NOTES TO THE BASIC FINANCIAL STATEMENTS

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

Basis of Presentation:

The City Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating the certain court functions or activities. The minimum number of funds maintained by the City Court is consistent with legal and managerial requirements.

A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the restrictions, if any, on the spending activities.

The City Court's basic financial statements include both government-wide (reporting on the City Court as a whole) and fund financial statements (reporting on the City Court's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. All of the City Court's operations are classified as governmental activities. The City Court does not have any business-type activities.

Government-Wide Financial Statements –

The government-wide financial statements include a statement of net position and a statement of activities. These statements report financial information on all of the nonfiduciary activities of the City Court. In the process of aggregating data for the statement of net position and the statement of activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column of the government-wide financial statements.

In the statement of net position, the governmental type activities column (1) is presented on a consolidated basis by column, and (2) is reported using the economic resources measurement focus and the accrual basis of accounting, which recognizes all long-term assets as well as long-term liabilities. The City Court's net assets are reported in three parts: (1) invested in capital assets, (2) restricted, and (3) unrestricted. When both restricted and unrestricted resources are available for use, it is the City Court's policy to use restricted resources first, then unrestricted resources as needed.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A "function" is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses associated with a distinct functional activity. Program revenues include: (1) charges for services, fines, and forfeits, which report fees, fines, and forfeits, and other charges to users of the City Court's services, and (2) operating contributions which finance annual operating activities. Program revenues included in the statement of activities are derived directly from court users as a fee for services; program revenues reduce the cost of the function financed from the City Court's general revenues. Investment income and other revenue sources not properly included with program revenues are reported as general revenues.

The City Court reports all direct expenses by function in the statement of activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is specifically identified by function and is included as a direct expense of each function. The City Court does not allocate indirect costs.

NOTES TO THE BASIC FINANCIAL STATEMENTS

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.

Fund Financial Statements –

The fund financial statements provide information about the City Court's funds, including its fiduciary funds. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major individual governmental funds, each reported in a separate column. A fund is considered major if it is the primary operating fund of the entity or total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund is at least 10 percent of the corresponding total for all funds.

Governmental Funds:

Governmental funds account for all of the City Court's general activities, including the collection and disbursement of specific or legally restricted monies and general operating expenses of the Court.

The City Court reports the following major governmental funds:

General Fund – to account for the receipt of court costs derived from City and State charges and the payment of court expense reports as well as the operating expenses of the Court.

Judicial Building Fund – to account for the collection of a service charge (as authorized by LRS 13:1910) for the purpose of acquiring, leasing, constructing, equipping, and maintaining new and existing City Court buildings.

Judicial Fees Fund- to account for the receipt of court costs derived from City charges for judicial fees and the payment of court expenses related to operations of the Court.

Additionally, the City Court reports the following fund type:

Fiduciary Funds:

Custodial Funds – The amounts reported in custodial funds are limited to assets that are being held for individuals, private organizations, or other governments. The custodial funds account for assets held by the Court as an agent for litigants in civil suits, cash bonds for criminal proceedings, and fees held pending court action. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Court's own programs.

Basis of Accounting – Measurement Focus:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements; measurement focus refers to what is being measured. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Government-Wide and Fiduciary Fund Financial Statements –

The government-wide and fiduciary fund financial statements report using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Governmental Fund Financial Statements –

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Their reported fund balance (net current assets) is considered a measure of “available spending resources.” Operating statements of these funds present increases (i.e., revenues and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spending resources” during a period. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they become measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, if measurable. General capital asset acquisitions are reported as expenditures in governmental funds.

Major revenue sources susceptible to accrual include intergovernmental revenues and investment income. In general, other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Investments:

Under State Law, the City Court may invest in United States bonds, treasury notes or certificates, or time certificates of deposit of state banks having their principal office in the State of Louisiana, or any other federally insured investment. The City Court may also invest in shares of any homestead and building and loan association in any amount not exceeding the federally insured amount.

Deposits:

The City Court is exposed to custodial credit risk as it relates to their deposits with financial institutions. The City Court’s policy to ensure there is no exposure is to require each financial institution to pledge their own securities to cover any amount in excess of Federal Depository Insurance Coverage in the City Court’s name. These securities are to be held at a third-party bank.

Interfund Receivables and Payables:

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds in the fund financial statements. Short-term interfund loans are classified as interfund receivables/payables in the fund financial statements.

Capital Assets and Depreciation:

The accounting treatment over property and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-Wide Financial Statements –

The City Court’s property and equipment with useful lives of more than one year are stated at historical costs and reported in the government-wide financial statements. Donated assets are stated at fair value at the date of donation. The City Court maintains a threshold level of \$500 or more for capitalizing capital assets. The costs of normal repairs and maintenance that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and related accumulated depreciation are removed from the respective

NOTES TO THE BASIC FINANCIAL STATEMENTS

accounts and the resulting gain or loss is recorded in operations. Estimated useful lives, in years, for furniture and equipment are 5-10 years.

Fund Financial Statements –

In the fund financial statements, fixed assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Unsettled Deposits:

Unsettled deposits represent advances of money received in connection with civil suits. Plaintiffs are required to make an advance payment to this account to cover the costs incurred by the City Court in processing the suit. These cash advances remain in this account until they are earned by the City Court, at which time they are disbursed to the proper entities, or until the case has been dismissed and the remaining amount is refunded.

Equity Classifications:

Government-Wide Financial Statements –

The City Court's government-wide equity is reported as net position in two parts: (1) invested in capital assets – consisting of capital assets including restricted capital assets, net of accumulated depreciation, and (2) unrestricted – all other net position that do not meet the definition of "invested in capital assets". The City Court does not have any restricted net position.

Fund Financial Statements –

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balances of the governmental funds are classified as follows:

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

Restricted – funds that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – funds that are constrained by limitations that the government imposes on itself. These amounts are imposed at the highest level of authority. These amounts are binding unless removed in the same manner that it was imposed and any action must be taken prior to year-end.

Assigned – funds whose intended use has been established. These amounts can be, but are not required to be, imposed at the highest level of authority. They do not have to be binding and action does not have to be taken prior to year-end.

Unassigned – all other spendable amounts.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Fund balances for the periods ending August 31, 2023:

For year ended August 31, 2023

	General Fund	Judicial Fees Fund	Judicial Building Fund	Other Govt Funds	Total
Unassigned	\$ 127,784	\$ 58,756	\$ 15,982	\$ 25,661	\$ 228,183
Total Fund Balances	<u>\$ 127,784</u>	<u>\$ 58,756</u>	<u>\$ 15,982</u>	<u>\$ 25,661</u>	<u>\$ 228,183</u>

The City Court considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. The City Court also considers committed fund balances to be spent first when other unrestricted fund balances classifications are available for use.

Compensated Absences:

The City Court employees follow the compensated absences policy of the City as described below.

Employees are granted the following paid vacation days based on years of service: 1 year – 5 days, 2-5 years – 10 days; 6-10 years – 14 days; 11-15 years – 16 days; 16-25 years – 18 days and 26 or more years – 20 days. Annual vacation shall not be accumulated and shall be taken each year after being earned. Compensation in lieu of vacation shall not be paid, except upon termination of any employee, any accumulated vacation time shall be paid together with any wages due as of the effective date of the employee's termination.

After one year of employment, all full time employees shall be entitled to ten (10) days sick leave during each calendar year, which leave may be accumulated for a three-year period for a term of thirty (30) full days if not used during the year in which same accrued. An employee must notify the Clerk of Court as soon as possible of the occurrence of a non-occupational illness or injury.

Compensated absences (sick leave) totals \$12,686 as of August 31, 2023.

Interfund Transactions:

Quasi-external transactions are accounted for as revenues or expenditures/expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as a reduction of expenditures/expenses in the fund that is reimbursed. Legally authorized transfers are treated as operating transfers and are included in the results of operations. For purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

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 at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Impairment of Long-Lived Assets:

In August 2001, the Financial Accounting Standards Board (FASB) issued Statement No. 144, "Accounting for the Impairment or Disposal of Long-Lived Assets". FASB Statement No. 144 requires that a single accounting model be used for long-lived assets to be disposed of by sale and broadens the presentation of discontinued operations to include more disposal transactions. FASB Statement No. 144 requires impairment losses to be recorded on long-lived assets used in operations when indicators of impairment are present and the undiscounted cash flows are estimated to be generated by those assets are less than the assets carrying amounts. A review of such assets of the City Court has not indicated any material effect on the City Court's financial position or results of operations.

Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. The City Court of Crowley recognizes deferred outflows of resources and deferred inflows of resources that are attributable to its pension plan.

Note 2. Cash and Interest-Bearing Deposits

Under state law, the Court may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Court may invest in certificates and time deposits of the state banks organized under Louisiana law and national banks having principal offices in Louisiana. At August 31, 2023, the Court had cash and interest-bearing deposits (book balances) totaling \$454,961 as follows:

Demand deposits	\$454,961
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Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Court's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must always equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Court or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at August 31, 2023, are secured as follows:

Bank Balances	<u>\$ 477,331</u>
Federal deposit insurance	\$ 250,000
Pledged securities	<u>\$ 227,331</u>
Total	<u>\$ 477,331</u>

Deposits in the amount of \$227,331 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the Court's name. The Court does not have a policy for custodial credit risk.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Note 3. Budgets

The City Court is legally required to prepare a budget. The budget is prepared and adopted prior to the beginning of each fiscal year and amended, if necessary, prior to year-end.

Note 4. Capital Assets

Capital assets activity for the year ended August 31, 2023 is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets				
Furniture and Equipment	\$ 189,201	\$ 14,262	\$ -	\$ 203,463
Less: accumulated depreciation	<u>(171,717)</u>	<u>(8,197)</u>	<u>-</u>	<u>(179,914)</u>
Total governmental activities capital assets, net	<u>\$ 17,484</u>	<u>\$ 6,065</u>	<u>\$ -</u>	<u>\$ 23,549</u>

Depreciation expense for the year ended August 31, 2023 was charged as follows:

Governmental activities:	
General government	<u>\$ 8,197</u>

The land and building in which the City Court operates is owned by the City.

Note 6. Interfund Transfers

Interfund transfers reported in the financial statements for the year ended August 31, 2023 consisted of the following:

	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Fund:		
General Fund	\$ 50,000	\$ 40,000
Other Governmental Funds	10,000	20,000
Custodial Funds	<u>-</u>	<u>-</u>
Total interfund transfers	<u>\$ 60,000</u>	<u>\$ 60,000</u>

Transfers are used to allow unrestricted revenues collected in one fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. These transfers are not expected to be repaid within one year.

Note 7. Risk Management

The City Court is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The City Court maintains an employee blanket bond to manage its exposure to fraud, illegal acts, and errors and omissions.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Note 8. Salaries and Benefits

Salaries include amounts paid for part-time office staff, as well as payments to the Clerk of Court and other full-time employees. Salaries do not include amounts paid by the Acadia Parish Police Jury and the City of Crowley to the City Judge, Clerk of Court, and other full-time employees. Employee benefits such as retirement and health insurance are also provided by the City of Crowley.

Note 9. Interfund Balances

Interfund balances reported in the financial statements of August 31, 2023 consisted of the following:

	Receivables	Payables
General Fund	\$ 684	\$ -
Judicial Fees Fund		684
Judicial Building Fund	-	-
Custodial Fund	-	-
	<u>\$ 684</u>	<u>\$ 684</u>

Note 10. Retirement Benefits

Plan Descriptions

Louisiana State Employees' Retirement System (LASERS)

The City Judge is provided with a pension through a cost-sharing multiple-employer defined benefit plan administered by the Louisiana State Employees' Retirement System (LASERS). Section 401 of Title 11 of the Louisiana Revised Statutes (LA RS 11:401) grants to LASERS Board of Trustees and the Louisiana Legislature the authority to review administration, benefit terms, investments, and funding of the plan. LASERS issues a publicly available financial report that can be obtained at www.lasersonline.org.

Municipal Employees' Retirement System of Louisiana (MERS)

Employees of the City Court are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:1731 to provide retirement, disability and survivor benefits to employees of all incorporated villages, towns and cities throughout the State of Louisiana. MERS is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the City Court are members of Plan A. The system issues a publicly available financial report that may be obtained by writing to the Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 925-4810.

Benefits Provided

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.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Retirement

LASERS

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. The 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 and at age 60 upon completing ten 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 under any one of six different options providing for reduced retirement benefits payable 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 member's average annual earned compensation 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.

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 but generally is ten years of service.

NOTES TO THE BASIC FINANCIAL STATEMENTS

MERS

Any member of Plan A, who was hired before January 1, 2013 can retire providing the member meets one of the following criteria:

- a. Any age with twenty-five (25) or more years of creditable service.
- b. Age 60 with a minimum of ten (10) years of creditable service.
- c. Any age with 20 years of creditable service, exclusive of military service with an actuarially reduced early benefit.

Eligibility for Retirement for Plan A members hired on or after January 1, 2013 is as follows:

- a. Age 67 with seven (7) or more years of creditable service.
- b. Age 62 with ten (10) or more years of creditable service.
- c. Age 55 with thirty (30) or more years of creditable service.
- d. Any age with twenty-five (25) years of creditable service, exclusive of military service and unused sick leave, with an actuarially reduced early benefit.

Generally, the monthly amount of the retirement allowance for any member of Plan A shall consist of an amount equal to three percent of the member's monthly average final compensation multiplied by his years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Deferred Retirement Benefits

LASERS

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.

MERS

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan A who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no

NOTES TO THE BASIC FINANCIAL STATEMENTS

cost-of-living increases are payable to participants until employment which made them eligible to become members of MERS has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in MERS.

Disability Benefits

LASERS

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 age 60, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees. 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.

MERS

For Plan A, a member shall be eligible to retire and receive a disability benefit if he has at least five years of creditable service, is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid disability benefits equal to the lesser of forty-five percent of his final average compensation or three percent of his final average compensation multiplied by his years of creditable service whichever is greater or an amount equal to three percent of the member's final average compensation multiplied by his years of creditable service projected to his earliest normal retirement age.

Survivor's Benefits

LASERS

Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased member who was in state service at the time of death must have a minimum of five years of service credit, 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 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.

NOTES TO THE BASIC FINANCIAL STATEMENTS

MERS

Upon death of any member of Plan A with five (5) or more years of creditable service, not eligible for retirement, the plan provides for benefits for the surviving spouse and/or minor children as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death and who leaves a surviving spouse will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

Permanent Benefit Increases/Cost-of-Living Adjustments

LASERS

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

MERS

The System is authorized under state law to grant a cost of living increase to members who have been retired for at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows the System to grant additional cost of living increases to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

Deferred Benefits

MERS

Plan A provides for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement; benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

Contributions

LASERS

Contribution requirements of active employees are governed by Title 11 of the Louisiana Revised Statutes and may be amended by the Louisiana Legislature. Employee contributions are deducted from a member's salary and remitted to LASERS by participating employers along with the employer portion of the contribution.

NOTES TO THE BASIC FINANCIAL STATEMENTS

The rates in effect during the year ending June 30, 2024 and during the year ended June 30, 2023 related to the City Court were as follows:

Plan	Plan Status	Employee Contribution Rate	Employer Contribution Rate 2023	Employer Contribution Rate 2024
Judges hired before 1/1/11	Closed	11.5%	44.8%	45.8%

The City Court's contractually required composite contribution rate for the period from September 1, 2022 to June 30, 2023 was 44.8%, and for the period from July 1, 2023 to August 31, 2023 was 45.80%, 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. Contributions to the pension plan from the City Court were \$18,346 for the year ended August 31, 2023.

MERS

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2024 and for the year ended June 30, 2023, the actual employer contribution rate was 29.5% and 29.50%, respectively, for Plan A. For the year ending June 30, 2024 and for the year ended June 30, 2023, the actuarially determined employer contribution rate was 27.78% and 28.29%, respectively, for Plan A. The actuarially determined rate is the rate calculated to provide employer contributions 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 actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set two years prior to the year effective. Contributions to the pension plan from the City Court were \$29,918 for the year ended August 31, 2023.

In accordance with state statute, MERS receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from nonemployer contributing entities, but are not considered special funding situations.

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

The net pension liabilities were measured as of June 30, 2023 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City Court's proportion of the net pension liability for LASERS and MERS was based on a projection of the City Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The following table reflects the City Court's proportionate share of the Net Pension Liability for each of the pension plans, the proportion at June 30, 2023 and the change compared to the June 30, 2022 proportion.

	Net Pension Liability at June 30, 2023	Proportion at June 30, 2023	Increase (Decrease) to June 30, 2022 Proportion
LASERS	\$ 133,469	0.001994%	(0.000133%)
MERS	190,937	0.052242%	0.006192%
	<u>\$ 324,406</u>		

NOTES TO THE BASIC FINANCIAL STATEMENTS

The following table reflects the City Court's recognized pension expense plus the City Court's amortization of change in proportionate share and difference between employer contributions and proportionate share of contributions for each of the pension plans for the year ended August 31, 2023.

	Pension Expense (Benefit)	Amortization	Total
LASERS	\$ 20,093	\$ (8,726)	\$ 11,367
MERS	27,280	(24,740)	2,540
	<u>\$ 47,373</u>	<u>\$ (33,466)</u>	<u>\$ 13,907</u>

At August 31, 2023, the City Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>LASERS</u>	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,889	\$ -
Changes in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	763	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	(8,240)
Employer contributions subsequent to the measurement date	3,114	-
Total LASERS	<u>\$ 6,766</u>	<u>\$ (8,240)</u>
<u>MERS</u>	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 129	\$ (1,746)
Changes in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	21,940	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	63,700	(1,459)
Employer contributions subsequent to the measurement date	4,641	-
Total MERS	<u>\$ 90,410</u>	<u>\$ (3,205)</u>

NOTES TO THE BASIC FINANCIAL STATEMENTS

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	Deferred Outflows of Resources	Deferred Inflows of Resources
LASERS	\$ 6,766	\$ (8,240)
MERS	90,410	(3,206)
	<u>\$ 97,176</u>	<u>\$ (11,446)</u>

Deferred outflows of resources related to pensions resulting from the City Court's contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the year ending August 31, 2024.

The following table lists the pension contributions made subsequent to the measurement period for each pension plan:

	Subsequent Contributions
LASERS	\$ 3,114
MERS	4,641
	<u>\$ 7,755</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending August 31:	LASERS	MERS	Total
2024	\$ (4,592)	\$ 59,834	\$ 55,242
2025	(4,820)	8,208	3,388
2026	6,574	15,917	22,491
2027	(1,750)	(1,396)	(3,146)
	<u>\$ (4,588)</u>	<u>\$ 82,563</u>	<u>\$ 77,975</u>

NOTES TO THE BASIC FINANCIAL STATEMENTS

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023 are as follows:

	LASERS	MERS
Valuation Date	June 30, 2023	June 30, 2023
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Amortization Approach		
Actuarial Assumptions:		
Expected Remaining Service Lives	2 years	3 years
Investment Rate of Return	7.25% per annum, net of investment expenses	6.85%, net of pension plan investment expense, including inflation
Inflation Rate	2.3% per annum	2.5%
Salary Increases	2.6% - 5.1%	4.5% - 6.4%
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 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 present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.
Mortality	<p>Non-disabled members - Mortality rates based on the RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational bases by Mortality Improvement Scale MP-2018.</p> <p>Disabled members – Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.</p>	<p>Annuitant and beneficiary mortality - PubG-2010(B), Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.</p> <p>Employee mortality – PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.</p> <p>Disabled lives mortality – PubNS-2010(B) Disabled Retiree Table set equal to 120% for males and females with the full generational MP2018 scale.</p>
Termination, Disability, and Retirement	Termination, disability, and retirement assumptions were projected based on a five-year (2014-2018) experience study of the System's members.	Termination, disability, and retirement assumptions were projected based on a five-year (2013-2018) experience study of the System's members.

NOTES TO THE BASIC FINANCIAL STATEMENTS

The following table lists the methods used by each of the pension plans in determining the long term rate of return on pension plan investments:

LASERS	MERS
The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses 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 and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 8.19% for 2023.	The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses 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 and an adjustment for the effect of rebalancing/diversification.

The following table provides a summary of the best estimates of arithmetic real rates of return for each major asset class included in each of the pension plans' target asset allocation as of June 30, 2023:

Asset Class	Target Allocation		Long-Term Expected Portfolio Real Rate of Return	
			Real Rate of Return	
	LASERS	MERS	LASERS	MERS
Cash	-	-	0.80%	-
Domestic equity	34%	56.0%	4.45%	2.44%
International equity	18%	-	5.44%	-
Domestic fixed income	3%	29.0%	2.04%	1.26%
International fixed income	17%	-	5.33%	-
Alternative investments	28%	15.0%	8.19%	0.65%
Total	100%	100.0%	5.75%	4.35%
International fixed income				2.50%
Expected Arithmetic Nominal Return				6.85%

Discount Rate

The discount rates used to measure the total pension liability for LASERS and MERS were 7.25% and 6.85%, respectively for the year ended June 30, 2023. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions from participating employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive 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.

NOTES TO THE BASIC FINANCIAL STATEMENTS

Sensitivity of the City Court's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City Court's proportionate share of the Net Pension Liability using the discount rate of each pension plan, as well as what the City 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:

	1.0% Decrease	Current Discount Rate	1.0% Increase
LASERS			
Discount rate	6.25%	7.25%	8.25%
Share of NPL	\$ 174,767	\$ 133,469	\$ 98,481
MERS			
Discount rate	5.85%	6.85%	7.85%
Share of NPL	\$ 264,710	\$ 190,937	\$ 128,621

Support of Non-employer Contributing Entities

Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The City Court recognizes revenue in an amount equal to their proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended August 31, 2023, the City Court recognized revenue as a result of support received from non-employer contributing entities of \$3,930 for its participation in MERS. LASERS does not receive support from non-employer contributing entities and, as a result, no revenue was recorded for LASERS for the year ended August 31, 2023.

Pension Plans Fiduciary Net Position

Detailed information about the pension plans' fiduciary net position is available in the separately issued financial reports for LASERS and MERS and can be obtained on the pension plans' respective websites or on the Louisiana Legislative Auditor's website: www.la.la.gov.

Note 11. Litigation

The City Court of Crowley has no threatened or pending litigation against it at August 31, 2023.

Note 12. Evaluation of Subsequent Events

Subsequent events have been evaluated through February 28, 2024. This date represents the date the financial statements were available to be issued.

Required Supplemental Information

CITY COURT OF CROWLEY, LOUISIANA

GENERAL FUND

BUDGETARY COMPARISON SCHEDULE

Year Ended August 31, 2023

	2023			Variance--
	Budget			Positive
	Original	Final	Actual	(Negative)
Revenues:				
City court costs	\$ 80,000	\$ 65,000	\$ 65,008	\$ 8
State court costs	23,000	21,000	20,581	(419)
Appropriation from Police Jury	40,000	40,000	40,000	
Appropriation from City of Crowley	40,000	40,000	40,000	-
Miscellaneous income	-	-	1,759	1,759
Total Revenues	\$ 183,000	\$ 166,000	\$ 167,348	\$ 1,348
Expenditures:				
Current -				
General government:				
Salaries, payroll taxes, and retirement	\$ 165,600	\$ 164,500	\$ 160,440	\$ 4,060
Office Expenses	12,300	13,200	10,223	2,977
Fines and fees	-	-	-	-
Professional services	18,500	18,000	16,575	1,425
Miscellaneous	3,150	2,800	6,428	(3,628)
Total	\$ 199,550	\$ 198,500	\$ 193,666	\$ 4,834
Capital Outlay	\$ -	\$ 3,500	\$ 2,429	1,071
Total expenditures	\$ 199,550	\$ 202,000	\$ 196,095	\$ 5,905
Excess (deficiency) of revenues over expenditures:	\$ (16,550)	\$ (36,000)	\$ (28,747)	\$ 7,253
Other sources (uses):				
Transfers from Judicial Fees	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Transfers to Judicial Building	-	(10,000)	(10,000)	-
Total Transfers (Uses)	\$ 20,000	\$ 10,000	\$ 10,000	\$ -
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ 3,450	\$ (26,000)	\$ (18,747)	\$ 7,253
Fund balance, beginning of year	\$ 146,531	\$ 146,531	\$ 146,531	\$ -
Prior period adjustment	\$ -	\$ -	\$ -	\$ -
Fund balance, end of year	\$ 149,981	\$ 120,531	\$ 127,784	\$ 7,253

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

JUDICIAL FEES FUND

BUDGETARY COMPARISON SCHEDULE

Year Ended August 31, 2023

	2023			
	Budget			Variance-- Positive (Negative)
	Original	Final	Actual	
Revenues:				
Fees Collected	\$ 50,000	\$ 68,000	\$ 71,397	\$ 3,397
Miscellaneous income	-	-	-	-
Total Revenues	\$ 50,000	\$ 68,000	\$ 71,397	\$ 3,397
Expenditures:				
Salaries	\$ 41,600	\$ 41,600	\$ 41,392	\$ 208
Dues	2,000	2,000	1,697	303
Conference and Travel	1,000	3,000	3,204	(204)
Miscellaneous	-	-	95	(95)
Total general government	\$ 44,600	\$ 46,600	\$ 46,388	\$ 212
Capital Outlay	\$ -	\$ -	\$ -	-
Total expenditures	\$ 44,600	\$ 46,600	\$ 46,388	\$ 212
Excess (deficiency) of revenues over expenditures:	\$ 5,400	\$ 21,400	\$ 25,009	\$ 3,609
Other sources (uses):				
Transfers to City Fund	\$ -	\$ (20,000)	\$ (20,000)	\$ -
Total other sources (uses)	\$ -	\$ (20,000)	\$ (20,000)	\$ -
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ 5,400	\$ 1,400	\$ 5,009	\$ 3,609
Fund balance, beginning of year	\$ 53,747	\$ 53,747	\$ 53,747	\$ -
Prior period adjustment	\$ -	\$ -	\$ -	\$ -
Fund balance, end of year	\$ 59,147	\$ 55,147	\$ 58,756	\$ 3,609

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

JUDICIAL BUILDING FUND

BUDGETARY COMPARISON SCHEDULE

Year Ended August 31, 2023

	2023			Variance--
	Budget			Positive
	Original	Final		(Negative)
Revenues:				
Fees Collected	\$ 26,000	\$ 21,000	\$ 22,465	\$ 1,465
Miscellaneous income	-	-	-	-
Total Revenues	\$ 26,000	\$ 21,000	\$ 22,465	\$ 1,465
Expenditures:				
Office Expenses	\$ 14,500	\$ 13,000	\$ 7,747	\$ 5,253
Subscriptions	-	2,000	1,973	27
Miscellaneous	5,000	4,500	9,222	(4,722)
Total general government	\$ 19,500	\$ 19,500	\$ 18,942	\$ 558
Capital Outlay	\$ 6,000	\$ 12,000	\$ 11,833	167
Total expenditures	\$ 25,500	\$ 31,500	\$ 30,775	\$ 725
Excess (deficiency) of revenues over expenditures:	\$ 500	\$ (10,500)	\$ (8,310)	\$ 2,023
Other sources (uses):				
Transfers from Civil Fund	-	-	-	-
Transfers from State Court Costs	-	10,000	10,000	-
Total other sources (uses)	\$ -	\$ 10,000	\$ 10,000	\$ -
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ 500	\$ (500)	\$ 1,690	\$ 2,023
Fund balance, beginning of year	\$ 14,292	\$ 14,292	\$ 14,292	\$ -
Prior period adjustment	\$ -	\$ -	\$ -	\$ -
Fund balance, end of year	\$ 14,792	\$ 13,792	\$ 15,982	\$ 2,023

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

NOTES TO THE BUDGETARY COMPARISON SCHEDULE
For the Year Ended August 31, 2023

Note 1. Budgets and Budgetary Accounting

The City Court is legally required to prepare a budget. The budget is prepared and adopted prior to the beginning of each fiscal year and amended, if necessary, prior to year-end.

All budget appropriations lapse at year end. The budgets presented are the originally adopted budget and the final budget made during the year.

CITY COURT OF CROWLEY, LOUISIANA

Schedule of the Employer's Proportionate Share of the Net Pension Liability For the year ended August 31, 2023

Louisiana State Employees' Retirement System (LASERS)

Fiscal Year ended June 30	Agency's Proportion of the Net Pension Liability (Asset)	Agency's Proportionate Share of the Net Pension Liability (Asset)	Agency's Covered Payroll	Agency's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2023	.001994%	\$ 133,469	\$ 40,800	327.0%	68.4%
2022	.002127%	\$ 160,796	\$ 40,800	394.1%	63.7%
2021	.002136%	\$ 117,565	\$ 40,800	288.1%	72.8%
2020	0.002062%	\$ 170,541	\$ 40,800	418.0%	58.0%
2019	0.002137%	\$ 154,824	\$ 40,800	379.5%	62.9%
2018	0.002231%	\$ 152,153	\$ 40,800	372.9%	64.3%
2017	0.002315%	\$ 162,949	\$ 40,800	399.4%	62.5%
2016	0.002303%	\$ 180,844	\$ 40,800	443.2%	57.7%
2015	0.002200%	\$ 149,769	\$ 41,800	358.3%	62.7%
2014	0.002600%	\$ 162,700	\$ 46,800	347.6%	65.0%

Louisiana Municipal Employees' Retirement System (MERS)

2023	.052242%	\$ 190,937	\$ 104,625	182%	72.5%
2022	.046050%	\$ 191,256	\$ 83,120	230.1%	67.9%
2021	.003528%	\$ 9,813	\$ 83,250	11.8%	77.8%
2020	0.046937%	\$ 202,928	\$ 96,392	210.5%	64.5%
2019	0.045438%	\$ 189,870	\$ 90,865	209.0%	64.70%
2018	0.042393%	\$ 175,536	\$ 77,399	226.8%	63.9%
2017	0.044468%	\$ 186,028	\$ 80,756	230.0%	62.5%
2016	0.05381%	\$ 220,535	\$ 96,116	229.0%	62.1%
2015	0.05844%	\$ 208,753	\$ 99,743	209.0%	66.20%

* Amounts presented were determined as of the measurement date (fiscal year ended June 30).

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Notes to Required Supplementary Information on page 41.

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

Schedule of Employer Contributions For the year ended August 31, 2023

Louisiana State Employees' Retirement System (LASERS)

Fiscal Year ended August 31,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contribution	Contribution Deficiency (Excess)	Agency's Covered Payroll	Contributions as a Percentage of Covered Payroll
2023	\$ 18,346	\$ 18,346	\$ -	\$ 40,800	45.0%
2022	\$ 17,904	\$ 17,904	\$ -	\$ 40,800	43.9%
2021	\$ 17,422	\$ 17,422	\$ -	\$ 40,800	42.7%
2020	\$ 17,306	\$ 17,306	\$ -	\$ 40,800	42.4%
2019	\$ 16,516	\$ 16,516	\$ -	\$ 40,800	40.5%
2018	\$ 15,545	\$ 15,545	\$ -	\$ 40,800	38.1%
2017	\$ 15,647	\$ 15,647	\$ -	\$ 40,800	38.4%
2016	\$ 15,538	\$ 15,538	\$ -	\$ 40,800	38.1%
2015	\$ 16,701	\$ 16,701	\$ -	\$ 40,800	40.9%
2014	\$ 17,389	\$ 17,389	\$ -	\$ 46,800	37.2%

Louisiana Municipal Employees' Retirement System (MERS)

2023	\$ 29,918	\$ 29,918	\$ -	\$ 101,416	29.5%
2022	\$ (864)	\$ (864)	\$ -	\$ 85,342	-1.0%
2021	\$ 24,559	\$ 24,559	\$ -	\$ 83,250	29.5%
2020	\$ 25,029	\$ 25,029	\$ -	\$ 94,110	26.6%
2019	\$ 23,037	\$ 23,037	\$ -	\$ 92,187	25.0%
2018	\$ 20,251	\$ 20,251	\$ -	\$ 81,038	25.0%
2017	\$ 17,889	\$ 17,889	\$ -	\$ 77,587	23.1%
2016	\$ 19,187	\$ 19,187	\$ -	\$ 97,379	19.7%
2015	\$ 19,136	\$ 19,136	\$ -	\$ 96,892	19.7%

* Amounts presented were determined as of the measurement date (fiscal year ended August 31).

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Notes to Required Supplementary Information on page 41.

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

Notes to the Schedule of the Employer's Proportionate Share of the Net Pension Liability and the Schedule of Employer Contributions For the Year Ended August 31, 2023

Changes of Benefit Terms

For LASERS, Act 37 provided a monthly benefit increase to retirees that on June 30, 2021 have attained age 60, have 30 or more years of service, have been reretired 15 or more years, receive a monthly benefit of less than \$1450, and have not participated in DROP or the Initial Benefit Option. The benefit increase is the lesser of \$300 per month or the amount needed to increase the monthly benefit to \$1,450.

For LASERS, a 1.5% COLA, effective July 1, 2016, provided by Acts 93 and 512 of the 2016 Louisiana Regular Legislative Session, and, added benefits for members of the Harbor Police Retirement System which was merged with LASERS effective July 1, 2015 by Act 648 of 2014.

For MERS, there were no changes of benefit terms for the seven valuation years ended June 30, 2023.

Changes of Assumptions

For LASERS, the investment rate of return was decreased from 7.40% to 7.25% for valuation dated June 30, 2022.

For LASERS, the investment rate of return was decreased from 7.55% to 7.40% for valuation dated June 30, 2021.

For LASERS, the investment rate of return was decreased from 7.60% to 7.55%, the inflation rate was decreased from 2.50% to 2.30%, and the salary increases changed for the lower range from 2.8%-3.8% to 2.6%-3.6% and the upper range from 5.3% - 14.0% to 5.1% to 13.8% for the valuation dated June 30, 2020.

The investment rate of return was decreased from 7.65% to 7.60%, the inflation rate was decreased from 2.75% to 2.50%, the average remaining services lives decreased from 3 years to 2 years, and the mortality table for non-disabled members changed to the RP-2014 Healthy Mortality Table for the valuation dated June 30, 2019.

The investment rate of return was decreased from 7.70% to 7.65% for the valuation dated June 30, 2018.

The investment rate of return was decreased from 7.75% to 7.70% and the inflation rate was decreased from 3.00% to 2.75% for the valuation dated June 30, 2017.

For MERS, the investment rate of return was decreased from 6.95% to 6.85% for the valuation dated June 30, 2021.

For MERS, the investment rate of return was decreased from 7% to 6.95% for the valuation dated June 30, 2020.

The investment rate of return was decreased from 7.275% to 7%, the inflation rate was decreased from 2.6% to 2.5%, and the mortality tables changed to the PubG-2010(B) Tables for the valuation dated June 30, 2019.

The investment rate of return was decreased from 7.4% to 7.275% and the inflation rate was decreased from 2.775% to 2.6% for the valuation dated June 30, 2018.

The investment rate of return was decreased from 7.5% to 7.4% and the inflation rate was decreased from 2.875% to 2.775% for the valuation dated June 30, 2017.

The investment rate of return was decreased from 7.75% to 7.5%, the rate for projected salary increases was decreased from 5.75% to 5.0%, and the rate of inflation was decreased from 3.0% to 2.875% for the valuation dated June 30, 2015.

The accompanying notes are an integral part of this statement.

Other Supplemental Information

CITY COURT OF CROWLEY, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE- COLLECTING/DISBURSING ENTITY AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION For the Year Ended August 31, 2023

	First Six Month Period Ended 2/28/2023	Second Six Month Period Ended 8/31/23
Beginning balance of amounts collected	\$ 194,973	\$ 175,396
Add: Collections-		
Civil Fees	\$ 264,107	\$ 254,408
Criminal Court Costs/Fees	\$ 156,434	\$ 132,085
Criminal Fines- Contempt	\$ 14,176	\$ 17,036
Criminal Fines- Other	\$ 87,504	\$ 77,988
Subtotal Collections	\$ 522,221	\$ 481,517
Less: Disbursements to governments and nonprofits-		
Fifteenth JDC Indigent Defender Fund- Court Costs	\$ 46,440	\$ 30,780
DHH-THI SCI T.F.- Court Costs	\$ 3,935	\$ 2,073
Acadiana Criminalistics Lab- Court Costs	\$ 32,567	\$ 22,337
LA Commission on Law Enforcement- Court Costs	\$ 2,049	\$ 1,377
Treasurer State of Louisiana- CMIS Collections- Court Costs	\$ 3,066	\$ 2,058
LCLE (Crime Victims)- Court Costs	\$ 7,682	\$ 5,176
Acadia Parish Police Jury- Officer Fee- Court Costs	\$ 394	\$ 425
Acadia Parish District Attorneys Office- Court Costs	\$ 1,600	\$ 1,914
LCLE (Drug Abuse) Court Costs	\$ -	\$ 50
Crime Stoppers of Acadia, Inc- Court Costs	\$ 2,052	\$ 1,381
City of Crowley Marshal's Office- Court Costs	\$ 30,344	\$ 20,161
City of Crowley (Intox City)- Court Costs	\$ 50	\$ 75
City of Crowley (DWI Testing)- Court Costs	\$ 100	\$ 150
City of Crowley- Fines	\$ 89,941	\$ 55,824
Acadia Parish Police Jury- Fines	\$ 9,000	\$ 10,123
LA Supreme Court (LA Judicial College)- Court Costs	\$ 507	\$ 334
City of Crowley- Officer Fees- Court Costs	\$ 9,542	\$ 6,013
LA State Treasurer- Disability Affairs Trust Fund- Fines	\$ 200	\$ -
City of Crowley Marshal's Office- Process of Service, Civil Fees	\$ 9,450	\$ 9,090
City of Crowley Marshal's Office- Garnishment Commissions	\$ 8,358	\$ 9,631
Acadia Parish Clerk of Court- Recordations, Civil	\$ 6,464	\$ 11,539
LA State Treasurer- Judge's Supplemental Compensation Fund	\$ 10,808	\$ 6,680
LA Supreme Court (LA Judicial College Collections)- Civil Fees	\$ 196	\$ 121
Acadia Parish Sheriff's Office- Process of Service, Civil Fees	\$ 3,884	\$ 2,989
Alexandria City Marshal's Office- Process of Service, Civil Fees	\$ 30	\$ -
Allen Parish Sheriff's Office- Process of Service, Civil Fees	\$ 246	\$ 327
Beauregard Parish Sheriff's Office- Process of Service, Civil Fees	\$ 56	\$ 39
Breaux Bridge City Marshal's Office- Process of Service, Civil Fees	\$ 60	\$ 30
Caddo Parish Sheriff's Office- Process of Service, Civil Fees	\$ 65	\$ -
Calcasieu Parish Sheriff's Office , Process of Service, Civil Fees	\$ 290	\$ 377
Constable 1st City Court- Process of Service, Civil Fees	\$ 20	\$ 50

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE- COLLECTING/DISBURSING ENTITY AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION For the Year Ended August 31, 2023

	First Six Month Period Ended <u>2/28/2023</u>	Second Six Month Period Ended <u>8/31/23</u>
Less: Disbursements to governments and nonprofits- (Continued)		
East Baton Rouge Parish Sheriff's Office- Process of Service, Civil Fees	\$ 1,282	\$ 823
East Feliciana Sheriff's Office- Process of Service, Civil Fees	\$ -	\$ 48
Eunice City Marshal- Process of Service, Civil Fees	\$ 540	\$ 240
Evangeline Parish Sheriff's Office- Process of Service, Civil Fees	\$ 841	\$ 636
Houma City Marshal's Office- Process of Service, Civil Fees	\$ 18	\$ -
Jeff Davis Parish Sheriff's Office- Process of Service, Civil Fees	\$ 154	\$ -
Jefferson Parish Sheriff's Office- Process of Service, Civil Fees	\$ 90	\$ 30
Jennings City Marshal- Process of Service, Civil Fees	\$ 1,870	\$ 1,260
Kaplan City Marshal- Process of Service, Civil Fees	\$ 90	\$ 90
Lafayette City Marshal- Process of Service, Civil Fees	\$ 900	\$ 780
Lafayette Parish Sheriff's Office- Process of Service, Civil Fees	\$ 817	\$ 371
Lake Charles City Marshal- Process of Service, Civil Fees	\$ 60	\$ 120
Louisiana Secretary of State	\$ -	\$ 50
New Iberia City Marshal's Office- Process of Service, Civil Fees	\$ 120	\$ -
Opelousas City Marshal's Office- Process of Service, Civil Fees	\$ 120	\$ -
Rapides Parish Sheriff's Office- Process of Service, Civil Fees	\$ -	\$ 172
Rayne City Marshal- Process of Service, Civil Fees	\$ 1,500	\$ 930
St. Landry Parish Sheriff's Office- Process of Service, Civil Fees	\$ 536	\$ 251
St. Martin Parish Sheriff's Office- Process of Service, Civil Fees	\$ 53	\$ -
St. Tammany Parish Sheriff's Office- Process of Service, Civil Fees	\$ 145	\$ -
Sulphur City Marshal- Process of Service, Civil Fees	\$ 120	\$ 240
Tangipahoa Parish Sheriff's Office- Process of Service, Civil Fees	\$ 31	\$ 31
Vermilion Parish Sheriff's Office- Process of Service, Civil Fees	\$ 708	\$ 1,053
Ville Platte Marshal- Process of Service, Civil Fees	\$ 20	\$ -
Less: Amounts retained by collection agency		
City Court of Crowley, Clerk of Court, Court Costs	\$ 31,525	\$ 20,614
City Court of Crowley, Judicial Building Fund, Court Costs	\$ 10,485	\$ 6,850
City Court of Crowley, Contempt of Court Fees, Court Costs	\$ 14,047	\$ 17,261
City Court of Crowley, Juvenile Funds, Court Costs	\$ 2,325	\$ 2,025
City Court of Crowley, Monthly Operation, Civil Fees	\$ 2,816	\$ 2,673
City Court of Crowley, Judicial Fees Account, Civil Fees	\$ 38,960	\$ 34,149
City Court of Crowley, Judicial Building Fund, Civil Fees	\$ 3,930	\$ 2,410
Less: Disbursements to Individuals/3rd Party Collection Agencies		
Civil Fee Refunds	\$ 12,792	\$ 20,457
Restitution payments to Individuals	\$ 1,544	\$ 399
Other disbursement to individuals	\$ 218	\$ 349
Payments to 3rd Pary Collection/Processing Agencies	<u>\$ 133,745</u>	<u>\$ 152,113</u>
Subtotal Disbursements/Retainage	<u>\$ 541,798</u>	<u>\$ 467,549</u>
Ending balance of amounts collected but not disbursed/retained	<u><u>\$ 175,396</u></u>	<u><u>\$ 189,364</u></u>

The accompanying notes are an integral part of this statement.

CITY COURT OF CROWLEY, LOUISIANA

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
For the Year Ended August 31, 2023**

Agency Head Name: The Honorable Judge Marie B. Trahan

Purpose	Amount
Salary*	\$ 95,425
Benefits-insurance	-
Benefits-retirement*	39,151
Benefits-other	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	56
Dues	1,697
Registration fees	1,075
Conference travel	2,073
Continuing professional education fees	95
Housing	-
Unvouchered expenses	-
Special meals	-
Other	-
	<hr/>
	<u>\$ 139,572</u>

* Includes amounts paid by the Acadia Parish Police Jury and City of Crowley, Louisiana.

The accompanying notes are an integral part of this statement.

**Compliance, Internal Control
and Other Information**

THIBODEAUX ACCOUNTING COMPANY

A LIMITED LIABILITY COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

P. O. BOX 34 • 801 THE BOULEVARD, SUITE B • RAYNE, LOUISIANA 70578 • (337) 334-7251 FAX (337) 334-7002

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

The Honorable Marie B. Trahan
City Judge
City Court of Crowley
Crowley, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City Court of Crowley, Louisiana, a component unit of the City of Crowley, as of and for the year ended August 31, 2023, and the related notes to the financial statements, which collectively comprise City Court of Crowley's basic financial statements and have issued our report thereon dated February 28, 2024.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and corrective action plan at 2023-1 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether City Court of Crowley's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City Court of Crowley, Louisiana's Response to Findings

City Court of Crowley, Louisiana's response to the findings identified in our audit is described in the accompanying schedule of findings and corrective action plan. The Court's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Thibodeaux Accounting Company

Thibodeaux Accounting Company
A Limited Liability Company

Rayne, Louisiana
February 28, 2024

CITY COURT OF CROWLEY, LOUISIANA

SCHEDULE OF PRIOR YEAR FINDINGS

Year Ended August 31, 2023

- 2022-1 The City Court does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing the financial statements.

Recommendation: We recommend that the City Court outsource this task to ensure the recording of the court's financial transactions in accordance with GAAP.

Status: Unresolved

- 2022-2 City Court did not properly amend their budget and exceeded budgeted expenses or uses by more than 5% in the Judicial Fees fund.

Recommendation: City Court should comply with Louisiana Revised Statute 39:1309 and properly amend its budget upon a change in operations or conditions.

Status: Resolved

CITY COURT OF CROWLEY, LOUISIANA

Schedule of Findings
Year Ended August 31, 2023

PART I. SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Auditor's Report

An unmodified opinion has been issued on the City Court of Crowley, Louisiana's basic financial statements as of and for the year ended August 31, 2023.

Internal Control - Financial Reporting

There was one significant deficiency in internal control over financial reporting that was disclosed by the audit of the financial statements for the period ended August 31, 2023.

Material Noncompliance – Financial Reporting

The results of our tests did not disclose any instances of noncompliance required to be reported under *Government Auditing Standards*.

PART II. FINDING RELATING TO AN AUDIT IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

2023-1 Finding: Financial Statements Not in Accordance with GAAP

The City Court does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing the financial statements.

Criteria:

The reporting entity should be able to prepare financial statements in accordance with GAAP without any outside assistance.

Cause of Condition:

The City Court does not have the funds to hire someone or to outsource this function.

Effect of Condition:

The financial statements may not be prepared in accordance with GAAP.

Recommendation:

We recommend that the City Court outsource this task to ensure the recording of the court's financial transactions in accordance with GAAP.

CITY COURT OF CROWLEY, LOUISIANA

Corrective Action Plan
Year Ended August 31, 2023

Response to Findings:

- 2023-1 City Court has evaluated the cost vs. benefits of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the court to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.

Judge Marie B. Trahan is the responsible party. There is no estimated date of completion.

THIBODEAUX ACCOUNTING COMPANY

A LIMITED LIABILITY COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

P. O. BOX 34 • 801 THE BOULEVARD, SUITE B • RAYNE, LOUISIANA 70578 • (337) 334-7251 FAX (337) 334-7002

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Marie B. Trahan
City Judge
City Court of Crowley
And the Louisiana Legislative Auditor

February 28, 2024

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 September 1, 2022- August 31, 2023. City Court of Crowley's management is responsible for those C/C areas identified in the SAUPs.

City Court of Crowley 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 September 1, 2022- August 31, 2023. 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

No exceptions noted.

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.

(1) No exceptions noted. (2) Exception noted. (3) No exceptions noted. (4) No exceptions noted. (5) No exceptions noted.

iii) ***Disbursements***, including processing, reviewing, and approving

No exceptions noted.

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).

No exceptions noted.

- 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.

No exceptions noted.

- 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.

No exceptions noted.

- vii) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

(1) No exceptions noted, (2) No exceptions noted, (3) Exception noted, (4) Exception noted.

- 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).

(1) No exceptions noted, (2) No exceptions noted, (3) No exceptions noted, (4) Exception noted, (5) No exceptions noted.

- ix) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Exceptions noted.

- x) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Not applicable.

- 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.

(1) No exceptions noted, (2) No exceptions noted, (3) Exception noted, (4) Exception noted, (5) Exception noted, (6) No exceptions noted.

- 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.

(1) No exceptions noted, (2) No exceptions noted, (3) Exception 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.

Not applicable.

- ii) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the non-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.*

Not applicable.

- iii) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in 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.

Not applicable.

- 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.

Not applicable.

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, electronically logged);

No exceptions noted.

- ii) Bank reconciliations include 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 (e.g., initialed and dated, electronically logged); and

No exceptions noted.

- iii) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable

No exceptions noted.

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).

The list was provided by management. Only one site for collections.

- 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 (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job

duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

Exception noted.

- 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.

No exceptions noted.

- 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.

No exceptions noted.

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

No exceptions noted.

- 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.

Policy was obtained. No exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A under (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

- 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).

No exceptions noted.

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

No exceptions noted.

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).
Only one location and management representation obtained.
- B. For each location selected under #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, 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/making the purchase.
No exceptions noted.
 - ii) At least two employees are involved in processing and approving payments to vendors.
No exceptions noted.
 - 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.
Exception noted.
 - 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.
No exceptions noted.
 - 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.
No exceptions noted.
- 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.
No exceptions noted.
 - ii) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.
No exceptions noted.
- 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.

Not applicable.

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.

The listing was provided without exception and representation was obtained.

- 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 that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g. mayor of a Lawrason Act municipality); these instances should not be reported.])

No exceptions noted.

- ii) Observe that finance charges and late fees were not assessed on the selected statements.

No finance charges or late fees were present.

- C. Using the monthly statements or combined statements selected under procedure #7B 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 (i.e. each card should have 10 transactions subject to testing). 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

(1) No exceptions noted.

(2) No exceptions noted.

(3) No meal purchases.

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, 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).

No exceptions noted.

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

No exceptions noted.

- iii) Observe that each reimbursement is supported by documentation of 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

No exceptions noted.

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

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. *Alternately, 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.

Not applicable.

- 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).

Not applicable.

- 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, was approval documented).

Not applicable.

- 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.

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.

No exceptions noted.

- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #9A above, obtain attendance records and leave documentation for the pay period, and:
 - i) Observe that all selected employees/officials documented their daily attendance and leave (e.g. vacation, sick, compensatory).
No exceptions noted.
 - ii) Observe whether supervisors approved the attendance and leave of the selected employees/officials.
No exceptions noted.
 - iii) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
No exceptions noted.
 - iv) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
No exceptions noted.
- C. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, 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/officials' cumulative leave records, agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files and agree the termination payment to entity policy.
No exceptions noted.
- 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 and workers' compensation premiums) have been paid, and associated forms have been filed, by required deadlines.
Management's representation obtained.

10. Ethics

- A. Using the five randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain ethics documentation from management, and:
 - i) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal calendar year as required by R.S. 42:1170; and
No exceptions noted.
 - ii) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's policy during the fiscal period, as applicable.
Not applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.
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.

Not applicable.

- 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).

Not applicable.

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.

No misappropriations were reported.

- 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.

No exceptions noted.

13. Information Technology Disaster Recovery/Business Continuity

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

- i) 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.

We performed the procedure and discussed the results with management.

- ii) 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.

We performed the procedure and discussed the results with management.

- iii) 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.

We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Not applicable.

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.

No exceptions noted.

- 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).

No exceptions noted.

- 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;

No exceptions noted.

- ii) Number of sexual harassment complaints received by the agency;

No exceptions noted.

- iii) Number of complaints which resulted in a finding that sexual harassment occurred;

No exceptions noted.

- iv) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

No exceptions noted.

- v) Amount of time it took to resolve each complaint

No exceptions noted.

We were engaged by City Court of Crowley 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 City Court of Crowley and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

Independent Accountants' Report on Applying Agreed-Upon Procedures-Continued
The Honorable Marie B. Trahan
City Judge
City Court of Crowley
February 28, 2024
Year Ended August 31, 2023

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.

Thibodeaux Accounting Company

Thibodeaux Accounting Company

A Limited Liability Company
Rayne, Louisiana
February 28, 2024