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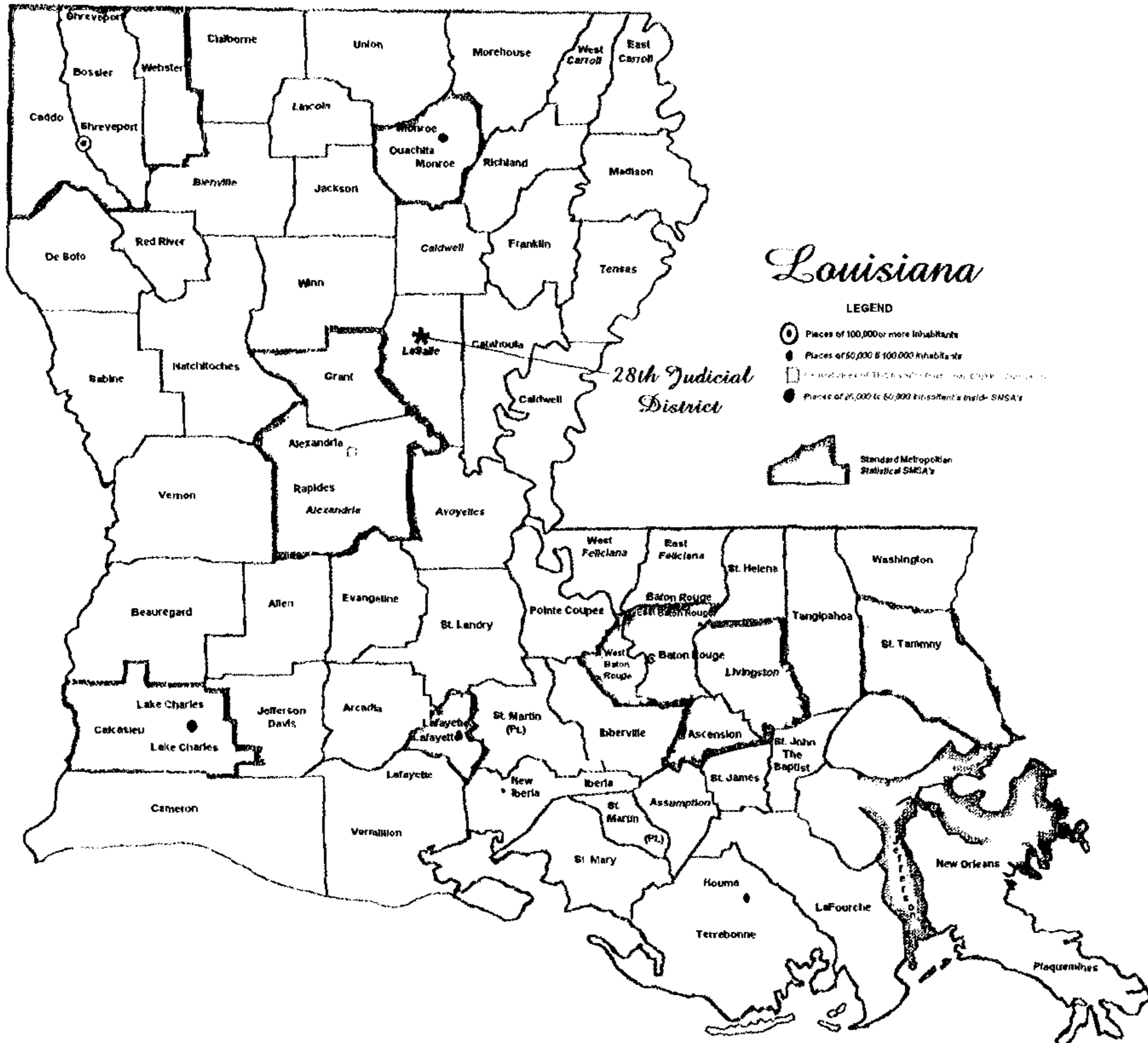
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**JUDICIAL EXPENSE FUND  
OF THE  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LaSalle Parish  
AUDITED FINANCIAL STATEMENTS  
As of and for the  
Fiscal Year Ended October 31, 1998**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date... ~~MAR 03 1999~~...

**TWENTY-EIGHTH JUDICIAL DISTRICT COURT**  
**STATE OF LOUISIANA**  
**LASALLE PARISH**



\* The Judicial Expense Fund of the Twenty-Eighth Judicial District Court was established by Act No. 916 of the 1985 Session of the Louisiana Legislature and began operating in November of 1986. The Judicial Expense Fund is controlled by the judge of the Twenty-Eighth Judicial District Court and was established and may be used for any purpose connected with, incidental to, or related to the proper administration or function of the court or the office of the judge thereof, and is in addition to any and all other funds, salaries, expense, or other monies that were or hereafter will be provided, authorized, or established by law for any of the aforesaid purposes.

**JUDICIAL EXPENSE FUND**  
**of the**  
**TWENTY-EIGHTH JUDICIAL DISTRICT COURT**  
**STATE OF LOUISIANA**  
**LASALLE PARISH**

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## INDEPENDENT AUDITOR'S REPORT ON COMPONENT UNIT FINANCIAL STATEMENTS

The Honorable Judge J. P. Mauffray  
Judicial Expense Fund of the  
Twenty-Eighth Judicial District Court  
LaSalle Parish  
State of Louisiana

I have audited the component unit financial statements of the Judicial Expense Fund of the Twenty-Eighth Judicial District Court, LaSalle Parish, Louisiana, as of and for the year ended October 31, 1998, as listed in the table of contents. These financial statements are the responsibility of the Judge of the Twenty-Eighth Judicial District Court. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the component unit financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the component unit financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

I was unable to determine what effect, if any, the year 2000 will have on the Judicial Expense Fund of the Twenty-Eighth Judicial District Court, LaSalle Parish, Louisiana's computer system or what effect it will have on the Judicial Expense Fund of the Twenty-Eighth Judicial District Court, LaSalle Parish, Louisiana's financial condition.

In my opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had I been able to satisfy myself as to the effects of the year 2000 question as discussed in the preceding paragraph, the component unit financial statements referred to above present fairly the financial position of the Judicial Expense Fund of the Twenty-Eighth Judicial District Court, LaSalle Parish, Louisiana, at October 31, 1998 and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the component unit financial statements taken as a whole. The graphs listed in the table of contents is presented for the purposes of additional analysis and are not a required part of the financial statements of the Judicial Expense Fund of the Twenty-Eighth Judicial District Court, LaSalle Parish, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly presented in all material respects in relation to the component unit financial statements taken as a whole.

December 18, 1998  
Jena, Louisiana

John R. Vercher

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## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Judge J. P. Mauffray  
Judicial Expense Fund of the  
Twenty-Eighth Judicial District Court  
LaSalle Parish  
State of Louisiana

I have audited the component unit financial statements of the Judicial Expense Fund of the Twenty-eighth Judicial District Court, LaSalle Parish, Louisiana, for the fiscal year ended October 31, 1998, and have issued my report thereon dated December 18, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether Judicial Expense Fund of the Twenty-eighth Judicial District Court, LaSalle Parish, Louisiana, component unit financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, on compliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instance of noncompliance that are required to be reported under *Government Auditing Standards*, except as follows and discussed in management letter comments.

#### *1998-1) Budgets*

### Internal Control Over Financial Reporting

In planning and performing my audit, I consider Judicial Expense Fund of the Twenty-eighth Judicial District Court, LaSalle Parish, Louisiana's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level risk that misstatements in amounts not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to material weaknesses.

This report is intended for the information of the Judicial Expense Fund of the Twenty-eighth Judicial District Court, LaSalle Parish, Louisiana's management and Legislative Auditor's Office. However, this report is a matter of public record and its distribution is not limited.

December 18, 1998  
Jena, Louisiana

John R. Vercher

**COMPONENT UNIT  
FINANCIAL STATEMENTS**



JUDICIAL EXPENSE FUND  
*of the*  
 TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
 STATE OF LOUISIANA  
 LASALLE PARISH

*General Fund and Account Groups*

*Combining Balance Sheet  
 October 31, 1998*

	<u>GENERAL FUND</u>	<u>ACCOUNT GROUPS GENERAL FIXED ASSETS</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
<b>ASSETS</b>			
Cash	\$ 16,242	\$ -0-	\$ 16,242
Savings Account	6,068	-0-	6,068
Due From Other Governmental Units	1,710	-0-	1,710
Fixed Assets	-0-	65,706	65,706
<b>TOTAL ASSETS</b>	<u>\$ 24,020</u>	<u>\$ 65,706</u>	<u>\$ 89,726</u>
<b>LIABILITIES AND EQUITY</b>			
Accounts Payable	\$ 119	\$ -0-	\$ 119
Investments in Fixed Assets	-0-	65,706	65,706
Fund Balance – Unreserved	23,901	-0-	23,901
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$ 24,020</u>	<u>\$ 65,706</u>	<u>\$ 89,726</u>

The accompanying notes are an integral part of this statement.

**JUDICIAL EXPENSE FUND**  
*of the*  
**TWENTY-EIGHTH JUDICIAL DISTRICT COURT**  
**STATE OF LOUISIANA**  
**LASALLE PARISH**

*Statement of Revenues, Expenditures, and  
Changes in Fund Balance  
Budget (GAAP) vs Actual  
Fiscal Year Ended October 31, 1998*

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Intergovernmental	\$ 33,000	\$ 47,567	\$ 14,567
Interest Income	-0-	552	552
Miscellaneous	-0-	40	40
	<hr/>	<hr/>	<hr/>
<b>TOTAL REVENUES</b>	<b>\$ 33,000</b>	<b>\$ 48,159</b>	<b>\$ 15,159</b>
<b>EXPENDITURES</b>			
Current-			
Judicial:			
Office Expense	\$ 14,000	\$ 6,052	\$ 7,948
Salaries	-0-	2,250	(2,250)
Dues & Conference Fees	4,000	2,269	1,731
Travel	4,000	5,814	(1,814)
Capital Outlay – Equipment	8,000	12,827	(4,827)
Miscellaneous	3,000	25	2,975
Insurance	-0-	150	(150)
Subscriptions	-0-	204	(204)
Seminars	-0-	375	(375)
Legal & Professional	-0-	11,204	(11,204)
Telephone	-0-	698	(698)
Copier Lease	-0-	5,439	(5,439)
Meetings	-0-	94	(94)
Note Payment	-0-	4,885	(4,885)
	<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,000</b>	<b>\$ 52,286</b>	<b>\$ (19,286)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ -0-</b>	<b>\$ (4,127)</b>	<b>\$ (4,127)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>28,028</b>	<b>28,028</b>	<b>-0-</b>
	<hr/>	<hr/>	<hr/>
<b>FUND BALANCE, ENDING</b>	<b>\$ 28,028</b>	<b>\$ 23,901</b>	<b>\$ (4,127)</b>

The accompanying notes are an integral part of this statement.

**JUDICIAL EXPENSE FUND**  
*of the*  
**TWENTY-EIGHTH JUDICIAL DISTRICT COURT**  
**STATE OF LOUISIANA**  
**LASALLE PARISH**

*Statement of General Fixed Assets*  
*October 31, 1998*

<b>General Fixed Assets At Cost:</b>	
Equipment	\$ 65,706
	<hr/>
<b>Total General Fixed Assets</b>	<b>65,706</b>
	<hr/>
<b>Investment in General Fixed Assets:</b>	
Property Acquired from General Fund	\$ 65,706
	<hr/>
<b>Total Investment in General Fixed Assets</b>	<b>\$ 65,706</b>
	<hr/>

The accompanying notes are an integral part of this statement.

JUDICIAL EXPENSE FUND  
*of the*  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH

*Statement of Changes in General Fixed Assets*  
*Fiscal Year Ended October 31, 1998*

General Fixed Assets, Beginning Of Year	\$ 52,879
Additions: General Fund	<u>12,827</u>
General Fixed Assets, End of Year	<u>\$ 65,706</u>

The accompanying notes are an integral part of this statement.

JUDICIAL EXPENSE FUND  
*of the*  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH

*Statement of Changes in Long-Term Debt*  
*Fiscal Year Ended October 31, 1998*

Balance Payable, Beginning of Year	\$ 4,823
Additions During Year	-0-
Payment Made During Year	<u>(4,823)</u>
Balance Payable, End of Year	<u>\$ -0-</u>

The accompanying notes are an integral part of this statement.

**JUDICIAL EXPENSE FUND  
OF THE  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH**

**NOTES TO FINANCIAL STATEMENTS**

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -**

The Judicial Expense Fund of the Twenty-Eighth Judicial District Court was established by Act No. 916 of the 1985 Session of the Louisiana Legislature and began operating in November of 1986. The Judicial Expense Fund is controlled by the judge of the Twenty-Eighth Judicial District Court and was established and may be used for any purpose connected with, incidental to, or related to the proper administration or function of the court or the office of the judge thereof, and is in addition to any and all other funds, salaries, expense, or other monies that were or hereafter will be provided, authorized, or established by law for any of the aforesaid purposes. The Judicial Expense Fund's revenues are derived from court costs assessed in criminal cases of the Twenty-Eighth Judicial District Court and are collected by the sheriff.

**A. Financial Reporting Entity**

The Judicial Expense Fund is part of the operations of the district court system. The district court system is fiscally dependent on the police jury for office space and courtrooms. The substance of the relationship between the district court system and the police jury is that the police jury has approval authority over its capital budget. In addition, the nature and significance of the relationship between the district court and the police jury is such that exclusion from the police jury's financial statements would render the financial statements incomplete or misleading. Therefore, this fund is a component unit of the LaSalle Parish Police Jury.

**B. Fund Accounting**

The accounts of the Judicial Expense Fund are organized in one governmental fund (General Fund Type) and comprise its assets, liabilities, fund balances, revenues and expenditures.

**C. Fixed Assets and Long-Term Liabilities**

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus.

All governmental fund type operations are accounted for on a spending or "financial flow" measurement focus, and only current assets and current liabilities are generally included on their balance sheets.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund types when purchased.

All fixed assets are stated at historical cost.

**JUDICIAL EXPENSE FUND  
OF THE  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH**

**NOTES TO FINANCIAL STATEMENTS - CONTINUED**

**D. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The Judicial Expense Fund, governmental fund, is accounted for using the modified accrual basis of accounting. Its revenues are recognized when they become measurable and available as net current assets.

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

**E. Budget and Budgetary Accounting**

The following procedures are followed in preparing the budget:

- (1) The Judicial Administrator prepares the budget before the beginning of the fiscal year.
- (2) The Judge of the 28th Judicial District Court reviews and approves the budget.
- (3) The budget can and was amended during the year.
- (4) All appropriations lapse at year end.

**F. Encumbrances**

Encumbrances accounting is not employed in the Judicial Expense Fund.

**G. Vacation and Sick Leave**

Employees of the Judicial Expense Fund at this time are paid by the LaSalle Parish Police Jury out of the Criminal Court Fund and are covered under the Police Jury's vacation and sick leave policy.

**H. Retirement**

Employees of the Judicial Expense Fund participate in the Parochial Employees' Retirement System of Louisiana, contributing 9.25 of their salaries. An additional 7.15% is contributed by the LaSalle Parish Police Jury. The judge, who participates in the Louisiana State Employees' Retirement System, contributes 11% of his salary to the system. Any future deficits in the systems will be financed by the State of Louisiana. Data concerning the actuarial status of the systems and concerning the amount contributed by the police jury for the year are not available. The Judicial Expense Fund pays no salaries or retirement system contributions.

JUDICIAL EXPENSE FUND  
OF THE  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH

NOTES TO FINANCIAL STATEMENTS - CONTINUED

(2) Bank Balances -

The amount on deposit in a financial institution at October 31, 1998 was fully insured by FDIC coverage.

(3) Operating Leases

The Twenty-Eighth Judicial District Court has an operating lease with Mita Financial Services for a copy machine. The monthly lease expense is \$405.00 per month for 36 months beginning in May 1998.

Future lease payments required are as follows:

1999	\$ 2,430 =====
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**JUDICIAL EXPENSE FUND  
OF THE  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH  
OCTOBER 31, 1998**

**MANAGEMENT LETTER COMMENTS**

I have audited the financial statements of the Twenty-Eighth Judicial District Court Judicial Expense fund, LaSalle Parish, Louisiana, as of and for the year ended October 31, 1998, and have issued my report thereon dated December 18, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

As part of my examination, I have issued my report on the financial statements, dated December 18, 1998, and my report on internal control and compliance with laws, regulations, and contracts, dated December 18, 1998.

During the course of my audit, I observed conditions and circumstances that may be improved. Below are situations that may be improved (if any), recommendations for improvements and the District's response.

**CURRENT YEAR MANAGEMENT LETTER COMMENTS**

**1998-1) Budgets**

**Situation:** The District overspent its budget by 58.4% during the year, because the District did not amend its budget.

**Recommendation:** The District should have its budget amended when revenues fail to meet budgeted revenues and expenditures have an unfavorable variance of 5% or more.

**District's Response:** The District will begin amending its budgets when revenues fail to meet budget or expenditures exceed budget by more than 5%.

JUDICIAL EXPENSE FUND  
OF THE  
TWENTY-EIGHTH JUDICIAL DISTRICT COURT  
STATE OF LOUISIANA  
LASALLE PARISH

SCHEDULE OF PRIOR FINDINGS  
AND  
CORRECTIVE ACTION PLAN

*For the year ended October 31, 1998*

PRIOR YEAR MANAGEMENT LETTER COMMENTS

**1997-1) Debt Restriction (Material Compliance Finding)**

**Situation:** During the year October 31, 1997 the District obtained a loan in excess of 90 days for \$8,000 from Southern Heritage Bank without the Louisiana Bond Commission approval. The loan was paid off December 1997. Article VII, section 8 of the 1974 Louisiana constitution and LSA - RS 47:1803-4 requires the District to obtain approval from the commission for loans in excess of 90 days.

**Recommendation:** All future loans in excess of 90 days should be made only after receiving permission from the Louisiana Bond Commission. The Commission usually requires that the entity have a plan of debt service for the loan, thus, helping the District with its financial planning.

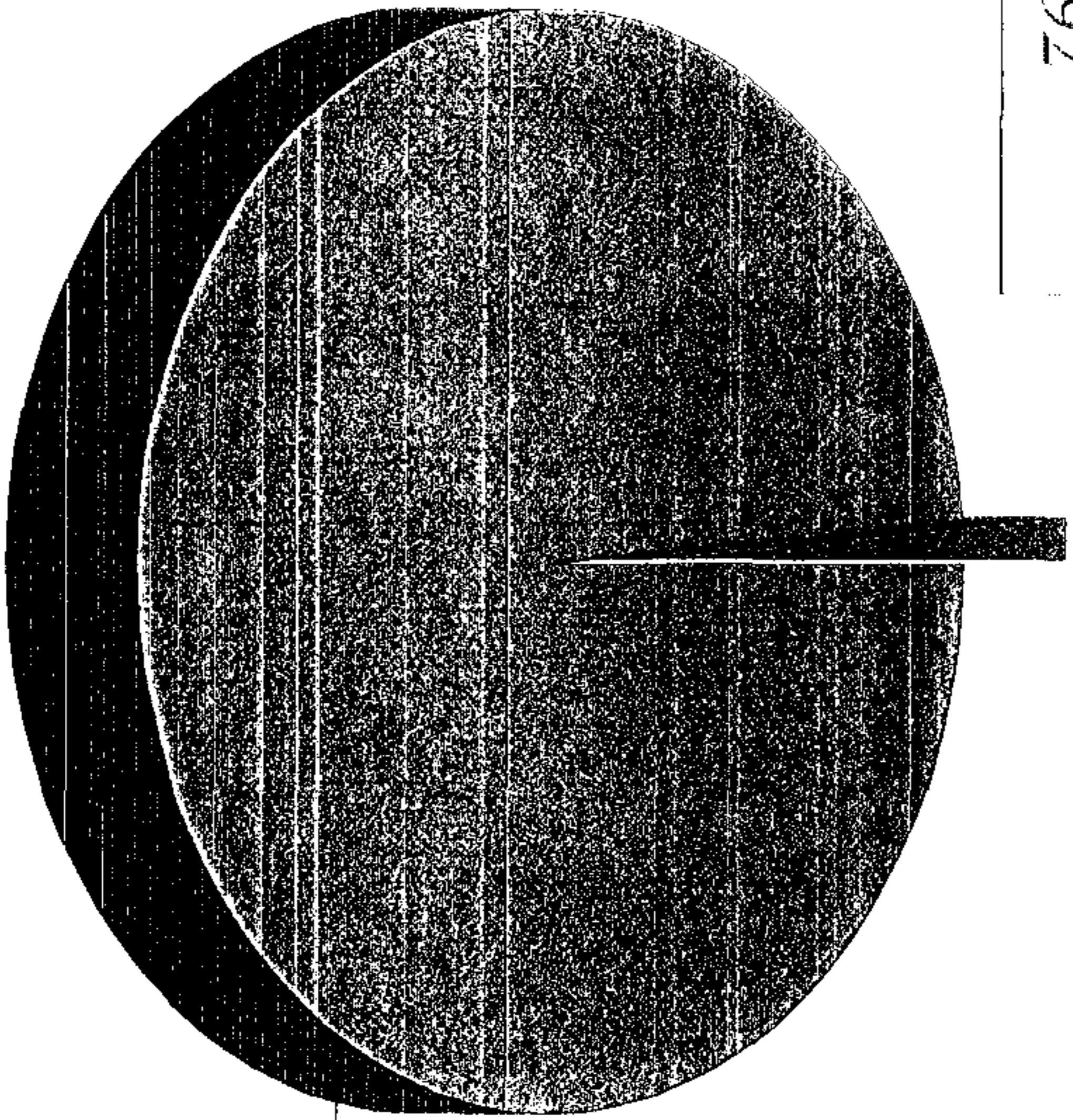
**District's Action:** The loan in question was paid off when we noted that it was not in compliance with regulations. The District corrected the problem.

GRAPHS

**28TH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND - REVENUE 1998**

Miscellaneous

\$592



Intergovernmental

\$48,159

# 28TH JUDICIAL DISTRICT COURT

## JUDICIAL EXPENSE FUND - EXPEND. 1998

