

**ALEXANDRIA CITY MARSHAL
ALEXANDRIA, LOUISIANA**

September 30, 2022

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Independent Auditor's Report

Alexandria City Marshal
Alexandria, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Alexandria City Marshal, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Alexandria City Marshal'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 Alexandria City Marshal, as of September 30, 2022, 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 (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. 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 Alexandria City Marshal, 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 these 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 Alexandria City Marshal'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 Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with 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 GAAS and *Government 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 Alexandria City Marshal'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 Alexandria City Marshal'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 Supplemental Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 23 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 the management’s discussion and analysis that accounting principles generally accepted in the United States 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 historic context. Our opinion on the basic financial statements is not affected by the missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Alexandria City Marshal’s basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer on page 25 and the Justice System Funding Schedule – Collecting/Disbursing Entity on pages 26-27 are other supplemental information presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information 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 information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standard

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2023 on our consideration of the Alexandria City Marshal’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 the Alexandria City Marshal’s internal control over financial reporting and compliance.

Oestriecher & Company

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

March 10, 2023

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**Alexandria City Marshal
Statement of Net Position
September 30, 2022**

	Primary Government Governmental Activities
Assets	
Cash	\$ 110,295
Court cost receivable	11,872
Capital assets, net of accumulated depreciation	22,362
Total assets	\$ 144,529
Liabilities	
Accounts payable	\$ 87
Settlement payable	50,000
Payroll taxes payable	62
Total liabilities	50,149
Net position	
Net investment in capital assets	22,362
Restricted	71,600
Unrestricted	418
Total net position	\$ 94,380

The notes to the financial statements are an integral part of this statement.

**Alexandria City Marshal
Statement of Activities
For The Year Ended September 30, 2022**

	Program Revenues				Net Revenue and Changes in Net Position
<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Primary Government</u>	<u>Governmental Activities</u>
GOVERNMENTAL FUNCTIONS					
Primary Government					
Governmental activities					
General government	\$ 197,707	\$ 126,910	\$ -	\$ -	\$ (70,797)
Public safety	69,034	7,819	-	-	(61,215)
Total governmental activities	266,741	134,729	-	-	(132,012)
Total primary government	\$ 266,741	\$ 134,729	\$ -	\$ -	(132,012)
General revenues:					
					1,813
					32,484
					34,297
Total general revenues and transfers					(97,715)
Change in net position for the year					192,095
Net position-Beginning of year					94,380
Net position-End of year					\$ 94,380

The notes to the financial statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

GOVERNMENTAL FUNDS

Balance Sheet
Governmental Funds
Alexandria City Marshal
September 30, 2022

	<u>General</u>	<u>DWI Fund</u>	<u>Equipment Fund</u>	<u>Driver Improvement</u>	<u>Total Governmental Funds</u>
Assets					
Cash	\$ 39,746	\$ 61,350	\$ 5,577	\$ 3,622	\$ 110,295
Court costs receivable	7,671	85	4,116	-	11,872
Due from other funds	3,150	1,000	-	-	4,150
Total assets	<u>\$ 50,567</u>	<u>\$ 62,435</u>	<u>\$ 9,693</u>	<u>\$ 3,622</u>	<u>\$ 126,317</u>
Liabilities and Fund Balance					
Accounts payable	\$ 87	\$ -	\$ -	\$ -	\$ 87
Payroll taxes payable	62	-	-	-	62
Settlement payable	30,000	-	-	-	-
Due to other funds	6,399	-	3,150	1,000	10,549
Total liabilities	<u>36,548</u>	<u>-</u>	<u>3,150</u>	<u>1,000</u>	<u>10,698</u>
Fund Balance					
Restricted	-	62,435	6,543	2,622	71,600
Unassigned	14,019	-	-	-	14,019
Total fund balances	<u>14,019</u>	<u>62,435</u>	<u>6,543</u>	<u>2,622</u>	<u>85,619</u>
Total liabilities and fund balances	<u>\$ 50,567</u>	<u>\$ 62,435</u>	<u>\$ 9,693</u>	<u>\$ 3,622</u>	<u>\$ 96,317</u>

The notes to the financial statements are an integral part of this statement.

**Reconciliation of the Balance Sheet
of Governmental Funds to the
Statement of Net Position
September 30, 2022**

Total fund balance-total governmental funds	\$	85,619
Amounts reported for <i>governmental activities</i> in the statement of net position are different because:		
Capital assets of \$567,650 net of accumulated depreciation of \$545,288, are not financial resources and are not reported in the funds.	\$	22,362
Accrued settlement expense that is not included in the fund financial statements as it is not paid in the normal operating cycle		(20,000)
Internal service funds are used by management to charge the costs of certain activities to individual funds. Assets and liabilities of the internal services funds of \$6,399 are included in governmental activities, but not in the statement of net position.		6,399
Total adjustments		8,761
Net position of governmental activities	\$	94,380

The notes to the financial statements are an integral part of this statement.

**Statement of Revenues, Expenditures, and Changes
in Fund Balances-Governmental Funds
Alexandria City Marshal
For the year ended September 30, 2022**

	<u>General Fund</u>	<u>DWI Fund</u>	<u>Equipment Fund</u>	<u>Driver Improvement</u>	<u>Total Governmental Funds</u>
Revenues:					
Court costs	\$ 85,487	\$ 1,739	\$ 41,423	\$ -	\$ 128,649
Other revenue	32,484	-	-	6,080	38,564
Interest	1,813	-	-	-	1,813
Total revenues	<u>119,784</u>	<u>1,739</u>	<u>41,423</u>	<u>6,080</u>	<u>169,026</u>
Expenditures:					
Current:					
General and administrative	148,812	5,676	57,528	5,830	217,846
Capital outlay	-	-	-	-	-
Total expenditures	<u>148,812</u>	<u>5,676</u>	<u>57,528</u>	<u>5,830</u>	<u>217,846</u>
Excess (deficiency) of revenues over expenditures	<u>(29,028)</u>	<u>(3,937)</u>	<u>(16,105)</u>	<u>250</u>	<u>(48,820)</u>
Fund balances, beginning of year	<u>43,047</u>	<u>66,372</u>	<u>22,648</u>	<u>2,372</u>	<u>134,439</u>
Fund balances, end of year	<u>\$ 14,019</u>	<u>\$ 62,435</u>	<u>\$ 6,543</u>	<u>\$ 2,622</u>	<u>\$ 85,619</u>

The notes to the financial statements are an integral part of this statement.

**Reconciliation of the Statement of
Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the year ended September 30, 2022**

Net changes in fund balances-total governmental funds		\$ (48,820)
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital expenditures	\$ -	
Depreciation expense	<u>(24,685)</u>	(24,685)
Accrued settlement expense		(20,000)
Changes in internal service funds balances		<u>(4,210)</u>
Change in net position of governmental activities		<u><u>\$ (97,715)</u></u>

The notes to the financial statements are an integral part of this statement.

FIDUCIARY FUND

Statement of Fiduciary Net Position
Alexandria City Marshal
September 30, 2022

	Custodial Fund
<u>Assets</u>	
Cash and cash equivalents	\$ 247,037
Due from general fund	6,399
Total assets	\$ 253,436
<u>Liabilities</u>	
Due to local governments	\$ 59,516
Total liabilities	59,516
<u>Fiduciary Net Position Restricted for:</u>	
Individuals, Organizations, and Other Governments	193,920
Total fiduciary net position	\$ 193,920

The notes to the financial statements are an integral part of this statement.

Statement of Changes in Fiduciary Net Position
Alexandria City Marshal
September 30, 2022

	Custodial Fund
<u>Additions</u>	
Contributions	
Fines collected	\$ 712,226
Bonds collected	-
Total additions	712,226
 <u>Deductions</u>	
Fines disbursed	712,635
Bonds refunded	24,890
Total deductions	737,525
Net increase in fiduciary net position	(25,299)
Net position, beginning	219,219
Net position, ended	\$ 193,920

The notes to the financial statements are an integral part of this statement.

ALEXANDRIA CITY MARSHAL
Notes to the Financial Statements
September 30, 2022

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

Government-wide Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the Alexandria City Marshal as a whole, excluding fiduciary activities. Individual funds are not displayed.

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 and program revenues associated with a distinct functional activity.

Fund Financial Statements

Fund financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported in separate columns.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The accounting and reporting practices of the Alexandria City Marshal conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guidelines set forth in the Louisiana Municipal Audit and Accounting Guide and to the industry audit guide, Audits of State and Local Governmental Units. The following is a summary of certain significant accounting policies and practices:

Reporting Entity - In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth in GAAP. The basic, but not only criterion, for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criteria used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criteria used to evaluate potential component units for inclusion or exclusion from the

ALEXANDRIA CITY MARSHAL
Notes to the Financial Statements
September 30, 2022

reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities.

The Alexandria City Marshal is a potential component unit of the City of Alexandria, Louisiana. However, the Alexandria City Marshal is a separate reportable entity from the City of Alexandria because it is essentially an autonomous unit. The Marshal, an elected official, has the ability to exercise accountability for fiscal matters. The Alexandria City Marshal is financially independent from the City of Alexandria, Louisiana.

Fund Accounting - The accounts of the Alexandria City Marshal are organized on the basis of funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Funds are categorized as follows:

Governmental Fund Categories

General Fund - The General Fund is the general operating fund of the Alexandria City Marshal. It is used to account for all financial resources except those required to be accounted for in another fund.

DWI Fund - The DWI Fund is used to account for the proceeds of DWI fines that are set aside to monitor DWI probation activities.

Driver Improvement Fund – Fees are collected from the Rapides Parish Driver Improvement Program. The funds collected are used to pay for expenses related to the Driver Improvement classes.

Equipment Fund – Fees are collected from each suit that goes through Alexandria City Court. These fees are used at the Marshal’s discretion to pay for equipment purchases and upkeep.

Fiduciary Fund Category

The Fiduciary Fund is used to account for assets held by the Alexandria City Marshal as an agent for other governments, other organizations, and other funds. Fiduciary Funds are custodial in nature.

ALEXANDRIA CITY MARSHAL
Notes to the Financial Statements
September 30, 2022

Fund Balances

Alexandria City Marshal has adopted the provisions of GASB 54 related to the classification of governmental fund balances. The governmental fund balances are classified as follows:

Restricted – Restricted fund balances are amounts that are constrained for a specific purpose through restrictions of external parties or by constitutional provision or enabling legislation.

Unassigned – Unassigned fund balance is the residual classification and includes all amounts that are not restricted or constrained in any other classification or fund balance.

Basis of Accounting –The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). The fiduciary fund financial statements report uses the same focus and basis of accounting.

Governmental fund financial statements are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Fiduciary fund revenues and expenses or expenditures (as appropriate) should be recognized on the basis consistent with the fund's accounting measurement objective. The Alexandria City Marshal has one fiduciary fund, a custodial fund, which is purely custodial and thus does not involve measurement of results of operations.

The revenue received by the Alexandria City Marshal is generated through court costs allocated to the entity. Court costs are distributed based on schedules developed by the Louisiana Legislature. The office of the Alexandria City Marshal is responsible for collecting bonds and fines for cases in Alexandria City Court, then distributing these amounts when there is a disposition in the case. The amount of distribution that the entity will receive is recognized as of the last day of the month of disposition of the case.

Interfund Receivables and Payables - The Custodial Fund occasionally incurs costs such as check printing charges, cash shortages, and checks dishonored. The General Fund reimburses the Custodial Fund for these costs. Interest revenues earned on the custodial fund are used to offset these charges.

Interfund balances are eliminated in the Government-Wide financial statements.

ALEXANDRIA CITY MARSHAL
Notes to the Financial Statements
September 30, 2022

Budgets and Budgetary Accounting – The Alexandria City Marshal adopts a budget on a basis consistent with GAAP for the General Fund. The Alexandria City Marshal is required to present the adopted and final amended budgeted revenues and expenditures for the General Fund and Special Revenue Fund. The City Marshal establishes the fiscal year as the twelve-month period beginning October 1. The procedures detailed below are followed in establishing the budgetary data reflected in the financial statements.

Management prepares the proposed budget based on an estimate of the revenues expected to be received in the next fiscal year and submits the proposal to the Marshal who reviews and approves it. The budget is then submitted to the City of Alexandria and made available for public inspection.

The Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget (GAAP Basis) and Actual presents a comparison of budgetary data to actual results of operations for which annual budgets have been adopted. These funds utilize the same basis of accounting for both budgetary purposes and actual results.

Cash - Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Under state law, the Alexandria City Marshal may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates. This will affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these amounts.

Capital Assets - The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus.

All government 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.

All capital assets are stated at historical cost. Historical costs include not only the purchase price and construction costs, but also ancillary charges to place the asset in its intended location and condition for use. Capital assets are depreciated using the straight-line method over their estimated useful lives.

Net Position – Net position is reported as restricted when constraints placed on net position are either externally imposed by creditors (such as through debt covenants), grantors,

ALEXANDRIA CITY MARSHAL
Notes to the Financial Statements
September 30, 2022

contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

In cases where the Alexandria City Marshal receives restricted and unrestricted monies for the same purpose, the restricted monies are used first.

2. CASH

As of September 30, 2022, cash and cash equivalents totaled \$110,295, of which \$38,695 is classified as unrestricted. Cash balances are insured to Federal Deposit Insurance Corporation limits. Alexandria City Marshal had no cash balances that were not adequately secured.

3. CAPITAL ASSETS:

Capital asset activity for the year ended September 30, 2022 was as follows:

	October 1, <u>2021</u>	<u>Additions</u>	<u>Retirements</u>	September 30, <u>2022</u>
Equipment	\$ 205,267	\$ -0-	\$ -0-	\$ 205,267
Vehicles	<u>362,383</u>	<u>-0-</u>	<u>-0-</u>	<u>362,383</u>
Total cost	567,650	-0-	-0-	567,650
Accumulated depreciation	<u>(520,603)</u>	<u>(24,685)</u>	<u>-0-</u>	<u>(545,288)</u>
Capital assets, net	<u>\$ 47,047</u>			<u>\$ 22,362</u>

4. INTERFUND RECEIVABLES AND PAYABLES:

A summary of the interfund receivables and payables by fund as of September 30, 2022, is presented below:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 3,150	\$ 6,399
Equipment Fund	-0-	3,150
Driver Improvement Fund	-0-	1,000
DWI Fund	1,000	-0-
Custodial Fund	<u>6,399</u>	<u>-0-</u>
Totals	<u>\$ 10,549</u>	<u>\$ 10,549</u>

ALEXANDRIA CITY MARSHAL
Notes to the Financial Statements
September 30, 2022

5. SUBSEQUENT EVENTS:

Management has evaluated subsequent events through March 10, 2023, the date on which the financial statements were available to be issued.

Alexandria City Marshal is named in a dispute related to a former employee claiming gender and disability discrimination. This case was settled for \$50,000 on November 14, 2022, of which \$30,000 was paid on November 22, 2022. This liability is reflected in both the fund financial statements and the government wide financial statements. The additional \$20,000 will be paid sometime in 2023 and is reflected as a liability in the government wide financial statements only.

REQUIRED SUPPLEMENTARY INFORMATION

Alexandria City Marshal
Statement of Revenues, Expenditures, and Changes
in Fund Balance-Budget (GAAP Basis) and Actual
For the year ended September 30, 2022

	GENERAL FUND				SPECIAL REVENUE FUNDS			
	Original	Final	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive	Original	Final	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive
				(Negative)				(Negative)
Revenues:								
Court costs	\$ 120,000	\$ 120,000	\$ 85,487	\$ (34,513)	\$ 41,800	\$ 41,800	\$ 49,242	\$ 7,442
Other revenue	-	-	32,484	32,484	-	-	-	-
Interest	-	-	1,813	1,813	-	-	-	-
Total revenues	<u>120,000</u>	<u>120,000</u>	<u>119,784</u>	<u>(216)</u>	<u>41,800</u>	<u>41,800</u>	<u>49,242</u>	<u>7,442</u>
Expenditures:								
Salaries and wages	6,500	6,500	6,105	395	-	-	-	-
Payroll taxes	425	425	217	208	-	-	-	-
Advertising	500	500	-	500	-	-	-	-
Dues and subscriptions	-	-	-	-	1,000	1,000	-	1,000
Office maintenance	500	500	-	500	-	-	-	-
Office supplies	10,000	10,000	21,686	(11,686)	-	300	4,678	(4,378)
Janitorial	500	500	-	500	-	-	-	-
Postage	2,000	2,000	876	1,124	-	-	-	-
Cable	900	900	-	900	-	-	-	-
Travel	4,000	4,000	-	4,000	-	-	-	-
Seminars	-	-	-	-	12,500	10,700	12,012	(1,312)
Legal and professional	52,200	52,200	78,580	(26,380)	-	-	-	-
Computer software	1,000	1,000	600	400	-	-	-	-
Insurance	25,000	25,000	8,655	16,345	25,000	25,000	49,563	(24,563)
Police Jury/Intergovernmental transfers	60,000	-	-	-	-	-	-	-
Vehicle expenses	-	-	90	(90)	-	-	101	(101)
Uniforms	1,500	1,500	153	1,347	-	800	2,680	(1,880)
Settlement expense	-	-	30,000	(30,000)	-	-	-	-
Telephone	4,000	4,000	1,721	2,279	-	-	-	-
Water	1,000	1,000	129	871	-	-	-	-
Capital expenditures	-	-	-	-	3,000	3,000	-	3,000
Total expenditures	<u>170,025</u>	<u>110,025</u>	<u>148,812</u>	<u>(38,787)</u>	<u>41,500</u>	<u>40,800</u>	<u>69,034</u>	<u>(28,234)</u>
Excess (deficiency) of revenues over expenditures	<u>(50,025)</u>	<u>9,975</u>	<u>(29,028)</u>	<u>(39,003)</u>	<u>300</u>	<u>1,000</u>	<u>(19,792)</u>	<u>(20,792)</u>
Fund balances, beginning	<u>43,047</u>	<u>43,047</u>	<u>43,047</u>	<u>-</u>	<u>91,392</u>	<u>91,392</u>	<u>91,392</u>	<u>-</u>
Fund balances, ending	<u>\$ (6,978)</u>	<u>\$ 53,022</u>	<u>\$ 14,019</u>	<u>\$ (39,003)</u>	<u>\$ 91,692</u>	<u>\$ 92,392</u>	<u>\$ 71,600</u>	<u>\$ (20,792)</u>

The notes to the financial statements are an integral part of this statement

SUPPLEMENTARY INFORMATION

**Alexandria City Marshal
Schedule of Compensation, Benefits, and Other Payments
To Agency Head or Chief Executive Officer
For the year ended September 30, 2022**

Agency Head Marshal Jerome Hopewell

Paid by Rapides Parish Police Jury

Salary	\$ 64,642
Retirement	8,281

Paid by Alexandria City Court

Marshal Commission - Garnishments	74,471
Marshal Commission - Court costs	62,213

Paid by Alexandria City Marshal

Cell Phone	496
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Paid by State of Louisiana

State Supplemental	6,000
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\$ 216,103

Justice System Funding Schedule - Collecting/Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
Entity Name	Alexandria City Marshal	
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	5996	
Date that reporting period ended (mm/dd/yyyy)	9/30/2022	

	First Six Month Period Ended 03/31/22	Second Six Month Period Ended 09/30/22
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1. Beginning Balance of Amounts Collected (i.e. cash on hand)	251,546	249,045
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2. Add: Collections

a Civil Fees (including refundable amounts such as garnishments or advance deposits)	-	-
b Bond Fees	-	-
c Asset Forfeiture/Sale	-	-
d Pre-Trial Diversion Program Fees	-	-
e Criminal Court Costs/Fees	324,957	390,982
f Criminal Fines - Contempt	-	-
g Criminal Fines - Other	-	-
h Restitution	-	-
i Probation/Parole/Supervision Fees	-	-
j Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	-	-
k Interest Earnings on Collected Balances	128	1,685
l Other (do not include collections that fit into more specific categories above)	-	-
m Subtotal Collections	325,085	392,667

3. Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)

City of Alexandria - Criminal Fines	75,077	93,219
Alexandria City Court - Criminal Fines	71,851	93,537
Alexandria City Police - Criminal Fines	1,992	2,520
Indigent Defenders Board - Criminal Fines	51,082	67,570
LA Commission on Law Enforcement - Criminal Fines	5,592	7,134
North LA Criminalistics Crime Lab - Criminal Fines	42,240	54,975
Department of Health and Hospitals - Criminal Fines	740	963

<i>Rapides Parish Police Jury - Criminal Fines</i>	8,273	10,628
<i>Applied Technology Unit - Criminal Fines</i>	432	492
<i>Treasurer State of LA CMIS - Criminal Fines</i>	3,409	4,504
<i>Rapides DARE, Inc. - Criminal Fines</i>	2,408	1,572
<i>CASA - Criminal Fines</i>	5,670	7,499
<i>Crime Stoppers of Cenla, Inc. - Criminal Fines</i>	2,273	2,999
<i>Louisiana Supreme Court - Criminal Fines</i>	567	748
4. Less: Amounts Retained by Collecting Agency		
a Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
b Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
c Amounts "Self-Disbursed" to Collecting Agency (<i>must include a separate line for each collection type, as applicable</i>) - Example: Criminal Fines - Other (<i>Additional rows may be added as necessary</i>)		
<i>Alexandria City Marshal - Criminal Fines</i>	37,233	47,963
5. Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
a Civil Fee Refunds	-	-
b Bond Fee Refunds	13,647	-
c Restitution Payments to Individuals (additional detail is not required)	-	-
d Other Disbursements to Individuals (additional detail is not required)	-	-
e Payments to 3rd Party Collection/Processing Agencies	5,100	7,457
6. Subtotal Disbursements/Retainage	327,586	403,780
7. Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	249,045	237,932
8. Ending Balance of "Partial Payments" Collected but not Disbursed (<i>only applies if collecting agency does not disburse partial payments until fully collected</i>) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.	-	-
9. Other Information:		
a Ending Balance of Total Amounts Assessed but not yet Collected (<i>i.e. receivable balance</i>)	-	-
b Total Waivers During the Fiscal Period (<i>i.e. non-cash reduction of receivable balances, such as time served or community service</i>)	-	-

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*

Alexandria City Marshal
Alexandria, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of American 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 and each major fund of the Alexandria City Marshal, as of and for the year ended September 30, 2022, and the related notes to the financial statements, and have issued our report thereon dated March 10, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Alexandria City Marshal’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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alexandria City Marshal’s internal control. Accordingly, we do not express an opinion on the effectiveness of Alexandria City Marshal’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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.

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. We consider the deficiency described in the accompanying schedule of findings and questioned costs to be a material weakness listed as item number 2022-004.

Compliance

As part of obtaining reasonable assurance about whether Alexandria City Marshal'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 disclosed the following instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and listed as item numbers 2022-001, 2022-002, and 2022-003.

Alexandria City Marshal's Response to Findings

Alexandria City Marshal's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Alexandria City Marshal'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

This 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.

Oestriecher & Company, CPAs

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

March 10, 2023

**Alexandria City Marshal
Schedule of Findings and Questioned Costs
For the year ended September 30, 2022**

Section I - Summary of Auditor's Reports

- The Independent Auditor's Report on the financial statements of the Alexandria City Marshal as of September 30, 2022 and for the year then ended reported an unmodified opinion.
- There were was one material weaknesses disclosed during the audit of the basic financial statements and reported as Finding 2022-004 below and reported in the Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with *Government Auditing Standards*.
- Three acts of noncompliance of the Alexandria City Marshal were disclosed during the audit as listed below in Findings 2022-001, 2022-002, and 2022-003.

Section II - Financial Statement Findings

Report on Internal Control and Compliance Material to the Financial Statements

Finding 2022-001 – Budget Variance

Statement of Condition: The budget showed a greater than 5% variance in expenditures.

Criteria: Expenditures should not vary from the amounts budgeted by more than 5%.

Effect of Condition: The Alexandria City Marshal was not in compliance with Louisiana budget law.

Cause of Condition: An amendment to the budget was completed once Alexandria City Marshal realized that revenues and expenditures were exceeding 5% of the budget, but amended amounts were not within 5%.

Recommendation: The Alexandria City Marshal should implement written policies to ensure Louisiana budget law is followed.

Questioned costs: None

Finding 2022-002 – Budget Availability

Statement of Condition: The budget was not made available for public inspection.

Criteria: Budgets must be made available for public inspection no later than fifteen days prior to the beginning of each fiscal year.

Effect of Condition: Alexandria City Marshal was not in compliance with Louisiana budget law.

Cause of Condition: This action did not take place due to an oversight by management.

Recommendation: The Alexandria City Marshal should implement written policies to ensure Louisiana budget law is followed.

Questioned costs: None

Finding 2022-003 – Budget Format

Statement of Condition: The budget did not include all information required by law.

Criteria: Budgets must include a signed budget message and a statement including items outlined in the Local Government Budget Act.

Effect of Condition: Alexandria City Marshal was not in compliance with Louisiana budget law.

Cause of Condition: This action did not take place due to an oversight by management.

Recommendation: The Alexandria City Marshal should implement written policies to ensure Louisiana budget law is followed.

Questioned costs: None

Finding 2022-004 – Segregation of Duties

Statement of Condition: The Alexandria City Marshal does not have adequate segregation of duties within the administrative office.

Criteria: A system of internal control procedures requires a segregation of duties so that no individual handles a transaction from start to finish.

Effect of Condition: There could be a lack of oversight that could lead to improperly recorded transactions.

Cause of Condition: There is a small number of personnel employed by the Alexandria City Marshal.

Recommendation: The Alexandria City Marshal should monitor the assignment of duties to ensure as much segregation of duties as possible.

Questioned costs: None

Section III - *Federal Award Findings and Questioned Costs*

There were no federal awards.

**Alexandria City Marshal
Summary Schedule of Prior Audit Findings
For the year ended September 30, 2022**

Section I – Internal Control and Compliance Material to the Financial Statements

Finding No. 2021-001 - The Alexandria City Marshal does not have a person on staff who has the qualifications and training to apply generally accepted accounting principles in recording financial transactions or preparing the financial statements.

Corrective action taken- Condition is resolved.

Finding No. 2021-002 - The Alexandria City Marshal does not have adequate segregation of duties within the administrative office.

Corrective action taken- Condition is not resolved. See Finding 2022-004.

Section II – Internal Control and Compliance Material to Federal Awards

Not applicable.

Section III – Federal Awards Findings and Questioned Costs

There were no federal awards.

**Alexandria City Marshal
P.O. Box 30
Alexandria, LA 71301**

March 10, 2023

MANAGEMENT'S CORRECTIVE ACTION PLAN

Alexandria City Marshal respectfully submits the following corrective action plan for the year ended September 30, 2022.

Name and address of contact person: Jerome Hopewell, Alexandria City Marshal, 515 Washington Street, Alexandria, Louisiana 71301.

Name and address of independent public accounting firm: Oestriecker and Company, CPAs, 4641 Windermere Place, Alexandria, Louisiana 71303-3548.

Audit period: October 1, 2021 through September 30, 2022.

The findings from the Schedule of Findings and Questioned Costs are discussed below. The findings are numbered consistently with the number assigned in the schedule. The Summary of Audit Results does not include findings and is not addressed.

FINDINGS-FINANCIAL STATEMENT AUDIT

FINDING 2022-001:

Recommendation: The Alexandria City Marshal should implement written policies to ensure Louisiana budget law is followed.

Action Taken: Alexandria City Marshal will implement policies concerning amendments to the budget.

FINDING 2022-002:

Recommendation: The Alexandria City Marshal should implement written policies to ensure Louisiana budget law is followed.

Action Taken: Alexandria City Marshal will implement policies concerning public inspection of the budget.

FINDING 2022-003:

Recommendation: The Alexandria City Marshal should implement written policies to ensure Louisiana budget law is followed.

Action Taken: Alexandria City Marshal will implement policies concerning items included in the budget.

FINDING 2022-004:

Recommendation: Alexandria City Marshal should monitor the assignment of duties to ensure as much segregation of duties as possible.

Action Taken: Employees will be monitored as effectively as possible with the limited staff.

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To Alexandria City Marshal and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2021 through September 30, 2022. Alexandria City Marshal's management is responsible for those C/C areas identified in the SAUPs.

Alexandria City Marshal 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 October 1, 2021 through September 30, 2022. 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:

Written Policies and Procedures

1. 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:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
Results of Procedure - Finding: The written policies related to budgeting include all required elements except adopting.
Management's Response: The written policies related to budgeting will be updated to include adopting.
 - b) **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.
Results of Procedure: The written policies related to purchasing include all required elements except items related to purchase orders which are not applicable.

- c) **Disbursements**, including processing, reviewing, and approving.
Results of Procedure: The written policies related to disbursements include all required elements.
- d) **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).
Results of Procedure - Finding: The written polices related to receipts/collections include all required elements except management's action to determine completeness of collections.
Management's Response: The written policies related to receipts/collections will be updated to include management's action to determine completeness of collections.
- e) **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.
Results of Procedure: The written policies related to payroll/personnel include all required elements.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
Results of Procedure: The written policies related to contracting include all required elements.
- g) **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).
Results of Procedure: The written policies related to credit cards include all required elements.
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, (4) required approvers.
Results of Procedure: The written policies related to travel and expense reimbursement include all required elements.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system

to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Results of Procedure: The written policies related to ethics include all required elements.

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

Results of Procedure: The written policies related to debt service include all required elements.

- k) **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.

Results of Procedure: The written policies related to information technology disaster recovery/business continuity include all required elements.

- l) **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.

Results of Procedure: The written policies related to prevention of sexual harassment include all required elements.

Board or Finance Committee

- 2. 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

- a) 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.

Results of Procedure: Not applicable.

- b) For those entities reporting on the governmental accounting model, observe whether 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. *Alternatively, for those entities reporting on the not-for-profit accounting model,*

observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

Results of Procedure: Not applicable.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Results of Procedure: Not applicable.

Bank Reconciliations

3. 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:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged).

Results of Procedure: Bank reconciliations included evidence that they were prepared within 2 months of the related statement closing date.

- b) Bank reconciliations include written evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged).

Results of Procedure - Finding: Bank reconciliations do not include written evidence that a member of management who does not handle cash, posts ledgers, or issues checks reviewed each bank reconciliation.

Management's Response: Management will sign or initial all bank reconciliations when reviewed.

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

Results of Procedure - Finding: Management does not have documentation reflecting research of reconciling items that have been outstanding for more than 12 months.

Management's Response: Management will keep written documentation reflecting research of reconciling items.

Collections (excluding electronic funds transfers)

4. 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).

Results of Procedure: There is one deposit site. This site was selected for testing.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees responsible for cash collections do not share cash drawers/registers.

Results of Procedure: Employees responsible for cash collections do not share cash drawers/registers.

- b) 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.

Results of Procedure: Employees responsible for collecting cash are also responsible for preparing bank deposits, but another employee is responsible for reconciling collection documentation to the deposit.

- c) 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.

Results of Procedure: Employees responsible for collecting cash are not responsible for posting to the general ledger or subsidiary ledgers.

- d) 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/official verifies the reconciliation.

Results of Procedure: The employees who are responsible for collecting cash are not responsible for reconciling cash collections to the general ledger.

6. 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.

Results of Procedure: All employees who have access to cash were covered by a bond or insurance policy during the fiscal period.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
Results of Procedure: Receipts are sequentially pre-numbered except on accounts where cash receipts are not collected.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
Results of Procedure: All receipts tested were traced to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
Results of Procedure: Deposit slip totals were traced to the bank statements.
 - d) 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).
Results of Procedure - Finding: Of the ten deposits tested, eight were deposited within one business day. Two were deposited within two business days.
Management’s Response: Deposits will be made within one business day of receipt.
 - e) Trace the actual deposit per the bank statement to the general ledger.
Results of Procedure: Deposits per the bank statement were traced to the general ledger.

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

8. 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).
Results of Procedure: There is one location that processes payments. That location was selected for testing.
9. For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and

procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Results of Procedure: One employee approves, initiates, and makes purchases. The Marshal reviews all purchases.

- b) At least two employees are involved in processing and approving payments to vendors.

Results of Procedure: One employee is involved with processing and approving payments. The Marshal or Chief Deputy reviews and approves disbursements.

- c) 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.

Results of Procedure: One employee is responsible for processing payments. An outside CPA firm adds or modifies vendors in the accounting system.

- d) 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.

Results of Procedure - Finding: One employee enters payments into online bill pay or signs and mails checks for payments.

Management's Response: A second employee will verify online bill payments before sending and mail checks for payments.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- 10. For each location selected under procedure #8 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:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.

Results of Procedure: The disbursements tested matched the original invoice.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #9 above, as applicable.

Results of Procedure: The disbursement documentation included evidence of segregation of duties.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.

Results of Procedure: Alexandria City Marshal is in possession of six active credit cards.

12. 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:

- a) Observe whether 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) were 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.].

Results of Procedure - Finding: There was no evidence that the monthly statements were approved by someone other than the authorized cardholder.

Management's Response: Management will initial all monthly statements as reviewed during approval.

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

Results of Procedure: There were no finance charges or late fees assessed on the tested statements.

13. Using the monthly statements or combined statements selected under procedure #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to 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 observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results of Procedure - Finding: There were original receipts and documented business purposes for all transactions except two automatic monthly payments. There were no meal charge transactions.

Management's Response: Management will retain copies of automatic payment transactions.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) 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).

Results of Procedures: Reimbursed amounts were not more than amounts established by the State of Louisiana.

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

Results of Procedures: There were no reimbursements for actual costs.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Results of Procedures: All reimbursements were supported by documentation of business/public purpose and in accordance with written policy.

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

Results of Procedure: All reimbursements were reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

- a) 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.

Results of Procedure: None of the listed contracts were above the dollar amount threshold to qualify for Louisiana Public Bid Law.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

Results of Procedure: All contracts were approved by the Alexandria City Marshal.

- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).

Results of Procedure: There were no amendments to the contracts tested.

- d) 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.

Results of Procedure: All tested payments agreed to the invoice and contract terms and conditions.

Payroll and Personnel

- 16. 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.

Results of Procedure: There is one part-time employee paid by the Alexandria City Marshal. All other employees are employed by City of Alexandria.

- 17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Results of Procedure: Daily attendance was documented. Leave documentation is not required for part-time employees.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Results of Procedure: Daily attendance was approved. Leave documentation is not required for part-time employees.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- Results of Procedure:** Leave documentation is not required for part-time employees.
- d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- Results of Procedure:** Rate paid to employee agrees to the authorized pay rate found within the personnel file.
18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- Results of Procedure:** There were no termination payments issued during the fiscal period.
19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.
- Results of Procedure:** Management represents that all employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- Results of Procedure:** Because there was only one employee used in procedure #16, four additional City of Alexandria employees who work within Alexandria City Marshal were chosen for testing.
- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- Results of Procedure - Finding:** Documentation of ethics training was not available for one part-time employee.
- Management's Response:** Management will verify that all employees receive one hour of ethics training.

- b. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Results of Procedure: Documentation was available that employees were notified of changes to the ethics policy for all but one part-time employee.

Management's Response: Management will verify that all employees are notified to changes in the ethics policy.

Debt Service

21. 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.

Results of Procedure: Not applicable.

22. 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).

Results of Procedure: Not applicable.

Fraud Notice

23. 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.

Results of Procedure: Management does not believe there to be any misappropriations of public funds or assets during the fiscal period.

24. 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.

Results of Procedure: Alexandria City Marshal has the notice concerning the reporting of misappropriation, fraud, waste, or abuse of public funds on the website and on premises.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- Results of Procedure:** We performed the procedure and discussed the results with management.
- b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- Results of Procedure:** We performed the procedure and discussed the results with management.
- c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- Results of Procedure:** We performed the procedure and discussed the results with management.

Prevention of Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, 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.
- Results of Procedure:** All employees tested received one hour of sexual harassment training during the calendar year.

27. 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).

Result of Procedure: Alexandria City Marshal does not have the sexual harassment policy posted on its website.

Management's Response: The sexual harassment policy and complaint procedure will be posted on its website.

28. 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:

Result of Procedure: Alexandria City Marshal does not submit the report directly. Information is submitted to the Rapides Parish Police Jury and included within the Rapides Parish Police Jury report.

- a) Number and percentage of public servants in the agency who have completed the training requirements;

Results of Procedure: Fourteen public servants, or 100% of the agency, completed the training requirements.

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

Results of Procedure: There were no sexual harassment complaints received by the agency.

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

Results of Procedure: Not applicable.

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

Results of Procedure: Not applicable.

- e) Amount of time it took to resolve each complaint.

Results of Procedure: Not applicable.

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

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

Oestriecher & Company, CPAs

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

March 10, 2023