

**Bossier City Marshal  
Bossier City, Louisiana  
A Component Unit of the City of Bossier City, Louisiana  
Annual Financial Statements  
As of and For the Year Ended December 31, 2024**

Bossier City Marshal  
Bossier City, Louisiana

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Bossier City Marshal  
Bossier City, Louisiana

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## Independent Auditors' Report

Bossier City Marshal  
City of Bossier City, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

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

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier City Marshal, as of December 31, 2023, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the 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 Bossier 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.

#### ***Auditors' Responsibilities for the Audit of the Financial Statements***

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



misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

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

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Bossier 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 Bossier 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 Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 – 10, budgetary comparison information on pages 37 – 40, the Schedule of Contributions on page 36, and the Schedule of Proportionate Share of Net Pension Liability on page 35, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bossier City Marshal's basic financial statements. The other supplementary information Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 41 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head is the responsibility of management. Section I of that schedule was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information in Section I of the schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Section I of the Schedule of Compensation, Benefits, and Other Payments to Agency Head is fairly stated, in all material respects in relation to the basic financial statements as a whole.

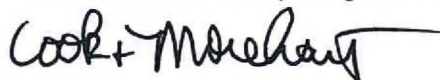


Section II of the Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 41 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the Bossier City Marshal prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other supplementary information schedules, Justice System Funding Schedules, shown on pages 42 – 44, are presented for the purposes of additional analysis and are not a required part of the basic financial statements. These schedules are presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with accounting principles generally accepted in the United States of America. The information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the Justice System Funding Schedules, shown on pages 42 – 44, are fairly stated in all material respects, in relation to the financial statements as a whole.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 8, 2025, on our consideration of the Bossier 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bossier City Marshal's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bossier City Marshal's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
May 8, 2025

**BOSSIER CITY MARSHAL**  
**BOSSIER CITY, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Bossier City Marshal, (hereafter referred to as the "Marshal") we offer the readers of the Marshal's financial statements this narrative overview and analysis of the financial activities of the Marshal as of and for the year ended December 31, 2024. We encourage readers to consider the information presented here in conjunction with the Marshal's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

**FINANCIAL HIGHLIGHTS**

The Marshal experienced an increase in net assets of \$144,020 or 14.81% during the fiscal year ended December 31, 2024 compared to a decrease of (\$41,499) or 4.09% during the prior year. As of December 31, 2024 the assets of the Marshal exceed its liabilities by \$1,116,274. Of this amount \$942,464 (84.43%) is reported as "unrestricted net position" and represents the amount available to be used to meet the Marshal's ongoing obligations to the citizens of Bossier City, Louisiana.

Traffic fines, commissions and fees revenue for the year ended December 31, 2024 increased by \$43,014 as compared to the year ended December 31, 2023.

Expenses for the year ended December 31, 2024 decreased by (\$142,231) or 29.77% from the year ended December 31, 2023.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Marshal's basic financial statements. The Marshal's basic financial statements include three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains additional required supplementary information (budgetary schedules) in addition to the basic financial statements. These components are described below:

***Basic Financial Statements***

The basic financial statements include two kinds of financial statements that present different views of the Bossier City Marshal - the **Government-wide Financial Statements** and the **Fund Financial Statements**. These financial statements also include the **Notes to the Financial Statements** that explain some of the information in the financial statements and provide additional detail.



## **Government-Wide Financial Statements**

The government-wide financial statements provide a broad view of the Marshal's operations in a manner similar to a private-sector business. The statements provide both short-term and long-term information about the Marshal's financial position, which assists users in assessing the Marshal's economic condition at the end of the year. These statements are prepared using the economic resources measurement focus and the accrual basis of accounting similar to methods used by most businesses. These statements report all revenues and expenses connected with the year even if cash has not been received or paid and include all assets and liabilities of the Marshal. The Marshal's financial statements contain only governmental activities. The government-wide financial statements include two statements:

- The *statement of net position* presents all of the Marshal's assets and liabilities, with the difference between the two reported as "net position". Over time, increases or decreases in the Marshal's net position may serve as a useful indicator of whether the financial position of the Marshal is improving or deteriorating.
- The *statement of activities* presents information showing how the Marshal's net position changed during the most recent year using the full accrual basis of accounting. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues and some expenses that are reported in this statement will not result in cash flows until future years. This statement also presents a comparison between the direct expenses and program revenues of the Marshal.

The government-wide financial statements can be found immediately following this discussion and analysis.

## **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Marshal, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the Marshal's office, reporting the Marshal's operations in more detail than the government-wide statements. The funds of the Marshal are divided into two categories: governmental funds and fiduciary funds.

- *Governmental funds.* Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources at the end of the year. Such information may be useful in evaluating the Marshal's near-term financing requirements. This approach is known as using the flow of financial resources measurement focus and the modified accrual basis of accounting. These statements provide a detailed short-term view of the Marshal's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the Marshal.



Because the focus of the governmental funds financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, users may better understand the long-term impact of the Marshal's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and the governmental activities. These reconciliations are presented on the page immediately following each governmental funds financial statement.

The Marshal has three governmental funds: the General Fund, Probation Fund, and the Equipment and Training Fund, each of which is considered a major fund for presentation purposes. That is, each major fund is presented in a separate column in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances.

- *Fiduciary funds.* Fiduciary funds are used to account for resources held for the benefit of parties outside of the Marshal. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Marshal's own programs. The accrual basis of accounting is used for fiduciary funds.

The Marshal has one fiduciary fund, the Garnishment Fund.

The funds financial statements can be found immediately following the government-wide financial statements.

### **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found immediately following the funds financial statements.

### **Required Supplementary Information**

The basic financial statements are followed by a section of required supplementary information. This section includes a budgetary comparison schedule for the General Fund, Probation fund, and Equipment and Training Fund as presented in the governmental fund financial statements. The amounts reported on the budgetary basis differ from the basis used to present the basic financial statements in accordance with generally accepted accounting policies (GAAP). Annual budgets are prepared on the cash basis of accounting. This section also includes a Schedule of Proportionate Share of Net Pension Liability and a Schedule of Contributions related to the Marshal's participation in the Municipal Employees' Retirement System.

## FINANCIAL ANALYSIS OF GOVERNMENT-WIDE ACTIVITIES

### *Net Position*

Net Position may serve over time as a useful indicator of the Marshal's financial position. The Marshal's assets exceeded liabilities by \$1,116,274 as of December 31, 2024, compared to \$972,254 at the end of the previous year. The Marshal continues to maintain a high level of liquidity with \$840,271 (89.16% of unrestricted net position) held in cash and cash equivalents and \$274,097 (29.08% of unrestricted net position) invested in short-term time deposits with local financial institutions.

At December 31, 2024, \$65,459 (5.86%) of the Marshal's net position reflects investment in capital assets compared to \$32,203 (2.88%) for the prior year. The Marshal uses these capital assets to provide services to the citizens of Bossier City, Louisiana; consequently, these assets are not available for future spending.

	Governmental Activities	
	2024	2023
Current assets	\$ 1,169,338	\$ 1,153,141
Capital assets, net of accumulated depreciation	263,550	86,556
Total assets	1,432,888	1,239,697
Deferred outflows of resources-pension related	9,062	41,509
Current liabilities	40,925	147,485
Non-current liabilities:		
Due within one year	55,064	12,786
Due in more than one year	225,923	148,644
Total liabilities	321,912	308,915
Deferred inflows of resources-pension related	3,764	37
Investment in capital assets	65,459	32,203
Restricted	108,351	46,992
Unrestricted	942,464	893,059
Total net position	\$ 1,116,274	\$ 972,254

### *Changes in Net Position*

The Marshal's net position increased by \$144,020 or 14.81% during the year ended December 31, 2024, compared to a decrease in net position of (\$41,499) or 4.09% during the prior year.

During the year ended December 31, 2024, program revenues accounted for \$471,985 or 98.42% of total revenues compared to \$428,398 or 98.20% of total revenues during the prior year.



	Governmental Activities	
	2024	2023
Revenues:		
Program revenues:		
Charges for services	\$ 467,158	\$ 424,144
Operating contributions:		
Pension related	4,827	4,254
General revenues:		
Interest	7,568	4,572
Other		3,295
Total revenues	<u>479,553</u>	<u>436,265</u>
Expenses:		
Public Safety	333,349	477,764
Interest on long-term debt	2,184	
Total expenses	<u>335,533</u>	<u>477,764</u>
Increase (decrease) in net position	144,020	(41,499)
Net position, beginning of year	972,254	1,013,753
Net position, end of year	<u>\$ 1,116,274</u>	<u>\$ 972,254</u>

Total revenues increased \$43,288, or 9.92%, from total revenues in 2023 of \$436,265 to total revenues of \$479,553 in 2024. The main reason for the increase was the increase in traffic fines. Expenses decreased \$142,231, or 29.77%, from total expenses in 2023 of \$477,764 to total expenses of \$335,533 in 2024. The main reason for the decrease in expenses is due to the Marshal's office not appropriating funds to the City of Bossier City for equipment in 2024.

### **FINANCIAL ANALYSIS OF THE MARSHAL'S INDIVIDUAL FUNDS**

As noted earlier, the Marshal uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### ***Governmental Funds***

The focus of the Marshal's governmental funds is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Marshal's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Marshal's net resources available for spending at the end of the year.

As of the end of the current year, the Marshal's governmental funds reported ending fund balances totaling \$1,110,837, an increase of \$151,891 (15.84%) compared to the prior year. The ending fund balances are available for spending in the coming year.

The General Fund is the chief operating fund of the Marshal. The general fund's unassigned fund balance as of December 31, 2024, totaled \$1,002,486 compared to \$911,954 at the end of the prior year.

## **GENERAL FUND BUDGETARY HIGHLIGHTS**

Formal budgetary integration is employed as a management control device during the fiscal year. The budget policy of the Marshal complies with state law, as amended, and as set forth in Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA-R.S. 39:1301 et seq.).

Actual expenditures were \$807,274 less than the final budgeted amounts.

Revenues available for expenditure were \$77,434 more than the final budgeted amounts.

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

### ***Capital Assets***

The Marshal's investment in capital assets for its governmental activities as of December 31, 2024, totaled \$581,975, net of accumulated depreciation of \$318,425, leaving a book value of \$263,550. This investment in capital assets consists of automobiles, law enforcement equipment, office equipment, and furniture and fixtures.

Capital asset additions during 2024 were as follows:

Vehicle equipment	\$	21,118
Express lane scanner		103,726
In car video system		100,419
	\$	<u>225,263</u>

### ***Debt***

At the end of 2024, the Marshal had \$280,987 in long-term liabilities, as described below.

	<u>Governmental Activities</u>	
	<u>2024</u>	<u>2023</u>
Finance purchases	\$ 198,091	\$ 54,353
Net pension liability	82,896	107,077
	<u>\$ 280,987</u>	<u>\$ 161,430</u>

More detailed information about the finance purchase and pension liability are presented in Notes 12 and 13 to the financial statements.



## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The following economic factors were considered when the budget for the fiscal year ended December 31, 2025 was prepared:

Revenues are expected to remain consistent with the prior year.

Expenses are expected to remain consistent with the prior year.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the finances of the Marshal and seeks to demonstrate the Marshal's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Mr. Jim Whitman, Bossier City Marshal, 620 Benton Road, Bossier City, Louisiana 71111, or by calling (318) 741-8835.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Net Position  
December 31, 2024

	Governmental Activities
Assets	
Cash and cash equivalents	\$ 840,271
Investments	274,097
Accounts receivable	12,086
Due from Bossier City	9,017
Due from City Court	16,291
Prepaid expenses	17,576
Capital assets (net of accumulated depreciation)	<u>263,550</u>
Total assets	<u>1,432,888</u>
Deferred outflows of resources-pension related	<u>9,062</u>
Liabilities	
Accounts payable	3,810
Due to Bossier City	37,115
Non current liabilities	
Due within one year	55,064
Due in more than one year	<u>225,923</u>
Total liabilities	<u>321,912</u>
Deferred inflows of resources-pension related	<u>3,764</u>
Net Position	
Net investment in capital assets	65,459
Restricted for probation activities	63,493
Restricted for equipment and training	44,858
Unrestricted	<u>942,464</u>
Total net position	<u><u>\$ 1,116,274</u></u>

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

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2024

	Governmental Activities
Expenses	
Public safety	\$ 333,349
Interest on long-term debt	<u>2,184</u>
Total expenses	<u>335,533</u>
Program Revenues	
Charges for services:	
City Court - traffic fines	248,706
Commissions and fees	218,452
Operating grants and contributions:	
Pension related	<u>4,827</u>
Total program revenues	<u>471,985</u>
Net program revenues (expenses)	<u>136,452</u>
General Revenues	
Interest income	<u>7,568</u>
Total general revenues	<u>7,568</u>
Change in net position	144,020
Net position - December 31, 2023	<u>972,254</u>
Net position - December 31, 2024	<u><u>\$ 1,116,274</u></u>

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

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Balance Sheet  
Governmental Funds  
December 31, 2024

	General Fund	Probation Fund	Equipment and Training Fund	Total
<b>Assets</b>				
Cash and cash equivalents	\$ 735,124	\$ 63,493	\$ 41,654	\$ 840,271
Investments	274,097			274,097
Accounts receivable	12,086			12,086
Due from Bossier City	9,017			9,017
Due from City Court	13,087		3,204	16,291
<b>Total assets</b>	<b>\$ 1,043,411</b>	<b>\$ 63,493</b>	<b>\$ 44,858</b>	<b>\$ 1,151,762</b>
<b>Liabilities</b>				
Accounts payable	\$ 3,810	\$	\$	\$ 3,810
Due to Bossier City	37,115			37,115
<b>Total liabilities</b>	<b>40,925</b>			<b>40,925</b>
<b>Fund Balances</b>				
Restricted for probation activities		63,493		63,493
Restricted for equipment and training			44,858	44,858
Unassigned	1,002,486			1,002,486
<b>Total fund balances</b>	<b>1,002,486</b>	<b>63,493</b>	<b>44,858</b>	<b>1,110,837</b>
<b>Total liabilities and fund balances</b>	<b>\$ 1,043,411</b>	<b>\$ 63,493</b>	<b>\$ 44,858</b>	<b>\$ 1,151,762</b>

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



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds  
to Net Position of Governmental Activities on the Statement of Net Position  
December 31, 2024

Fund Balances - Total Governmental Funds	\$ 1,110,837
Amounts reported for governmental activities in the statement of net position are different because:	
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.	17,576
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:	
Add - capital assets	581,975
Deduct - accumulated depreciation	(318,425)
Other long-term amounts are not available to pay for current-period expenditures and therefore are not available in the governmental funds:	
Deferred outflows-pension related	9,062
Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reported in the funds:	
Finance purchases	(198,091)
Deferred inflows-pension related	(3,764)
Net pension liability	(82,896)
Net Position of Governmental Activities	<u>\$ 1,116,274</u>

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

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2024

	General Fund	Probation Fund	Equipment and Training Fund	Total
Revenues:				
City Court - traffic fines	\$ 204,678	\$	\$ 44,028	\$ 248,706
Commissions and fees	106,061	112,391		218,452
Other				
Interest income	7,492	52	24	7,568
Total revenues	<u>318,231</u>	<u>112,443</u>	<u>44,052</u>	<u>474,726</u>
Expenditures:				
Current - Public Safety				
Dues and publications	3,246			3,246
Law enforcement supplies	61,836			61,836
Office expense	27,605			27,605
Training	11,775			11,775
Travel, lodging, and meals	21,380			21,380
Insurance	19,357			19,357
Professional fees	11,625			11,625
Other operating	5,334	136		5,470
Salaries and related expenses	39,717			39,717
Appropriation to City for personnel related	37,115			37,115
Capital Outlay	225,263			225,263
Debt service				
Principal retirement	12,786			12,786
Interest	2,184			2,184
Total expenditures	<u>479,223</u>	<u>136</u>		<u>479,359</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(160,992)</u>	<u>112,307</u>	<u>44,052</u>	<u>(4,633)</u>
Other financing sources (uses):				
Transfers in	95,000			95,000
Transfers out		(95,000)		(95,000)
Proceeds finance purchases	156,524			156,524
	<u>251,524</u>	<u>(95,000)</u>		<u>156,524</u>
Net changes in fund balances	90,532	17,307	44,052	151,891
Fund balances at beginning of year	<u>911,954</u>	<u>46,186</u>	<u>806</u>	<u>958,946</u>
Fund balances at end of year	<u>\$ 1,002,486</u>	<u>\$ 63,493</u>	<u>\$ 44,858</u>	<u>\$ 1,110,837</u>

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

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
For the Year Ended December 31, 2024

Net Change in Fund Balances - Governmental Funds	\$	151,891
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense of \$48,269 is exceeded by capital outlays of \$225,263.		176,994
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.		(29,135)
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Revenues that are not available to pay current obligations are not reported in the fund financial statements, but they are presented as revenues in the statement of activities		
Non-employer contributions to cost-sharing pension plan		4,827

Debt proceeds provide current financial resources to governmental funds, but issuance of debt increases long-term liabilities in the statement of net position and does not affect the statement of activities. Repayments of long-term debt are reported as expenditures in the governmental funds, but the repayment reduces long-term debt in the state of net position and do affect the statement of activities.		
Proceeds finance purchases		(156,524)
Repayment principal finance purchases		12,786

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.		
Pension expense		(16,819)

Change in Net Position of Governmental Activities	\$	<u>144,020</u>
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The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Fiduciary Net Position  
Fiduciary Fund  
December 31, 2024

	Custodial Fund
Assets	
Cash and cash equivalents	\$ 65,163
Total assets	<u>65,163</u>
Liabilities	
Accounts payable - due to others	65,163
Total liabilities	<u>65,163</u>
Net Position	
Total net position	<u>\$</u>

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



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Changes in Fiduciary Net Position  
Fiduciary Fund  
For the Year Ended December 31, 2024

	Custodial Fund
Additions:	
Investment income - interest	\$ 70
Funds collected for other entities	<u>813,893</u>
Total additions	<u>813,963</u>
Deductions:	
Payments of funds to other entities	<u>813,963</u>
Total deductions	<u>813,963</u>
Change in net position	
Net position - beginning	<u>                    </u>
Net position - ending	<u><u>\$</u></u>

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

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024

## INTRODUCTION

The Bossier City Marshal (the Marshal) is a separate organization within the City of Bossier City's (the City) organizational structure established in accordance with Louisiana Revised Statute 13:1879. The Marshal's office is funded by the City. The Marshal's departmental expenses, such as payroll and related costs, maintenance, utilities, etc., are paid by the City. These financial statements account for all activities of the Marshal's office not funded by the City.

The Marshal is the executor of City Court and, therefore, is responsible for executing the orders and mandates of the City Court.

### (1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Marshal have been prepared in conformity with governmental accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

#### B. REPORTING ENTITY

The Marshal is an independently elected official; however, the Marshal is fiscally dependent on the City. The City maintains and operates the city courthouse in which the Marshal's office is located and provides funds for payroll and related costs, equipment and furniture of the Marshal's office. Because the Marshal is fiscally dependent on the City, the Marshal was determined to be a component unit of the City, the financial reporting entity.

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

#### C. FUND ACCOUNTING

The Marshal uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

Funds of the Marshal are classified into two categories: governmental funds and fiduciary (custodial) funds. These funds are described as follows:

**Governmental Funds**

Governmental funds account for all of the Marshal's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Marshal. The following are the Marshal's major governmental funds:

*General Fund* – The General Fund is the general operating fund of the Marshal. The Marshal's share of court costs assessed by City Court as authorized by Louisiana Statute R.S. 13:1899C, collections of traffic fines, and collections of court-imposed fines remitted to City Court are all accounted for in this fund. General operating expenditures are paid from this fund.

*Special Revenue Funds* – Funds established to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service and capital projects. The Marshal's special revenue funds are as follows:

*Probation Fund* – The Probation Fund is used to account for the collection of probation fees as ordered by City Court. These funds are used for equipment and other operational expenditures of the Marshal's office to defray the cost of the probation activity.

*Equipment and Training Fund* – The Equipment and Training Fund is used to account for the fees associated with Louisiana Statute R.S. 13:5807 as amended by Act No. 166 of the 2020 regular session. Funds shall be used to assist in the purchasing or updating of necessary equipment and officer training to carry out the efficient performance of all duties imposed by law on constables and marshals.

**Fiduciary Funds**

Fiduciary funds are used to account for assets held by the Marshal in a trustee capacity or as an agent for individuals, private organizations, other government units, and / or other funds. The following is the Marshal's fiduciary fund:

*Garnishment Fund* – The Garnishment Fund is used to account for the collection and disbursement of garnishments of wages in accordance with the orders and writs of City Court. The Marshal receives a 6% commission for the executions of orders and writs of City Court as established by Louisiana Statute R.S. 33:1704.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Marshal's operations.

The amounts reflected in the Governmental Funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Marshal considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred.

Revenues

Commissions and fees for services are recorded in the year in which they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available. Substantially all other revenues are recorded when received by the Bossier City Marshal. Based on the above criteria, commissions and fees for services are treated as susceptible to accrual.

Expenditures

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

Capital outlays are reported at the time purchased.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid are accounted as other financing sources (uses) and are recognized when the underlying events occur.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

Government-wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Marshal as a whole. These statements include all non-fiduciary activities of the Marshal. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Program Revenues – Program revenues included in the Statement of Activities consist of charges for services which are derived directly from a fee for services, grant-contract revenues, and non-employer contributions to cost-sharing pension plan. Program revenues reduce the cost of the function to be financed from the Marshal's general revenues.

E. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash includes amounts in demand deposits and interest bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less when purchased. Time deposits with original maturities in excess of 90 days are recorded as investments. Investments are stated at cost, which approximates market value.

The Marshal's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Marshal may deposit funds in demand deposits, interest bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

F. CAPITAL ASSETS

Capital assets are reported in the government-wide financial statements at historical cost. Additions, improvements or other capital outlays that significantly extend the useful life of an asset are capitalized. Donated assets are recorded as capital assets at acquisition value at the date of donation. The Marshal maintains a threshold level of \$5,000 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized.

Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

Furniture and equipment	5 – 20 years
Vehicles	5 years

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

No depreciation is recorded in the fund financial statements.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

H. NET POSITION

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

I. FUND BALANCES

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

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

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

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

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

J. INTERFUND ACTIVITY

Interfund activity is reported as loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements. At December 31, 2023, there were no outstanding balances between funds.

K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

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

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Marshal currently has deferred inflows of resources related to pensions in the government-wide statement of net position.

(2) BUDGET

The Marshal adopts an annual budget for the General Fund and the Special Revenue Funds. Through the budget, the Marshal allocates its resources and establishes its priorities. The annual budget assures the efficient and effective uses of the Marshal's economic resources. It establishes the foundation of effective financial planning by providing resource planning, performance measures and controls that permit the evaluation and adjustment of the Marshal's performance.

The budget is structured such that revenues are budgeted by source and appropriations are budgeted by principal type of expenditure. Expenditures may not legally exceed appropriations at the fund level. Appropriations that are not expended lapse at year end. The Marshal may revise or amend the budget at its discretion. Management may not amend the budget.

The proposed budget for the December 31, 2024, fiscal year was made available for public inspection at the Marshal's office on December 13, 2023. The proposed budget is prepared on the cash basis of accounting which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles (GAAP). There was one budget amendment during the year ended December 31, 2024.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

(3) CASH, CASH EQUIVALENTS, AND INVESTMENTS

At December 31, 2024, the Marshal had cash, cash equivalents, and investments (book balances) totaling \$1,135,842 as follows:

A. Cash and cash equivalents:

Governmental Funds:	
General Fund	\$ 735,124
Probation Fund	63,493
Equipment & Training Fund	<u>41,654</u>
Total Governmental Funds	840,271
 Fiduciary (Custodial) Funds:	
Garnishment Fund	<u>65,163</u>
 Total – All Funds	<u>\$ 905,434</u>

B. Investments:

At December 31, 2024, the Marshal held certificates of deposit totaling \$274,097 in the General Fund that were classified as investments since their maturity was in excess of ninety days subsequent to their initial purchase. These certificates of deposit are carried at cost which approximates market value and are secured by federal deposit insurance. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955.

C. Credit Risk

Custodial credit risk is the risk that in the event of a failure of a depository financial institution, the government will not be able to recover its deposits. As of December 31, 2024, the government's bank balance of \$1,196,979 was protected by \$409,235 of FDIC insurance and \$191,979 of NCUSIF insurance, with the remaining \$595,765 protected and collateralized with pledged securities held by the custodial bank's trust department not in the Bossier Marshal's name.

(4) ACCOUNTS RECEIVABLE

Accounts receivable consists of the following at December 31, 2024:

Service Fees	\$ 5,186
Other	<u>6,900</u>
	<u>\$ 12,086</u>

The Marshal has elected to record bad debts using the direct write-off method. Generally accepted accounting principles require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

(5) DUE FROM BOSSIER CITY

The General Fund "Due from Bossier City" in the amount of \$9,017 at December 31, 2024, represents fines collected in 2024 by the City of Bossier City not remitted to the Marshal until after December 31, 2024.

(6) DUE FROM CITY COURT

The General Fund and Equipment and Training Fund "Due from City Court" in the amount of \$16,291 at December 31, 2024, represents fines collected in December, 2024 by the City Court not remitted to the Marshal until January 2025.

(7) CAPITAL ASSETS

Changes in capital assets and depreciation for the year ended December 31, 2024, are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Capital assets being depreciated:				
Furniture and equipment	\$ 367,637	\$ 225,263	\$ (10,925)	\$ 581,975
Less accumulated depreciation:				
Furniture and equipment	(281,081)	(48,269)	10,925	(318,425)
Net capital assets	<u>\$ 86,556</u>	<u>\$ 176,994</u>	<u>\$</u>	<u>\$ 263,550</u>

Depreciation expense for the year ended December 31, 2024 was \$48,269 and was recorded in the public safety function.

(8) DUE TO BOSSIER CITY

The General Fund "Due to Bossier City", in the amount of \$37,115 at December 31, 2024, represents an amount due to the City of Bossier City for personnel and personnel related costs for 2024 which were not paid until 2025.

(9) EXPENDITURES OF THE MARSHAL PAID BY THE CITY

The Marshal's administrative office is located in a building owned by the City. The costs of maintaining and operating the building, as required by statute, are paid by the City and are not included in the accompanying financial statements.

(10) SUBSEQUENT EVENTS

Subsequent events have been evaluated through May 8, 2025, the date the financial statements were available to be issued.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

(11) INTERFUND TRANSFERS

The Probation Fund transfers funds annually to assist in offsetting operating expenditures of the General Fund.

(12) RETIREMENT SYSTEM

The Municipal Employees' Retirement System of Louisiana (System) was established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana to provide retirement benefits to employees of all incorporated villages, towns, and cities within the State which do not have their own retirement system and which elect to become members of the System.

Act 569 of the year 1968 established by the Legislature of the State of Louisiana provides an optional method for municipalities to cancel Social Security and come under supplementary benefits in the System, effective on and after June 30, 1970. Effective October 1, 1978, under Act 788, the "regular plan" and the "supplemental plan" were replaced and are now known as Plan "A" and Plan "B". Plan A combines the original plan and the supplemental plan for those municipalities participating in both plans, while Plan B participates in only the original plan.

Prior to January 1, 2017, the Marshal's proportionate share of the net pension liability, deferred inflows of resources, deferred outflows of resources, and pension expense was included in the City of Bossier City's amounts and was not separately reported by the Municipal Employee's Retirement System (System). Effective January 1, 2017, the System began reporting these amounts separately for the Marshal. Accordingly, the Marshal's proportionate share of the net pension liability, deferred inflows of resources, deferred outflows of resources, and pension expense are reported in the accompanying government-wide financial statements.

**Plan Description**

**Eligibility Requirements:**

Membership is mandatory as a condition of employment beginning on the date employed if the employee is on a permanent basis working at least thirty-five hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the System with exceptions as outlined in the statutes.

Any person eligible for membership whose first employment making him eligible for membership in the system occurred on or after January 1, 2013 shall become a member of MERS Plan B Tier 2 of the System as a condition of employment.

**Retirement Benefits:**

Benefit provisions are authorized within Act 356 of the 1954 regular session and amended by LRS 11:1756-1785. The following brief description of the plan and its benefits is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

Any member of Plan B who commenced participation in the System prior to January 1, 2013 can retire providing the member meets one of the following criteria:

1. Any age with thirty (30) of creditable service.
2. Age 60 with a minimum of ten (10) years or more of creditable service.

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to two percent of the member's final compensation multiplied by the members year of credible service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Any member of Plan B Tier 2 shall be eligible for retirement if the member meets one of the following criteria:

1. Age 67 with seven (7) years of creditable service
2. Age 62 with ten (10) years of creditable service
3. Age 55 with thirty (30) years of creditable service
4. Any age with twenty-five (25) years of creditable service, exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

The monthly amount of the retirement allowance for any member of Plan B Tier 2 shall consist of an amount equal to two percent of the member's final compensation multiplied by the members years of credible service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits:

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

DROP Benefits:

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan B who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year. Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the Board of Trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in the System.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

Disability Benefits:

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

Cost of Living Increases:

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

Deferred Benefits:

Both plans provide for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

Contributions

Contributions for all members are established by statute. For the year ended June 30, 2024, member contributions are at 5% of earnable compensation for Plan B. The contributions are deducted from the member's salary and remitted by the participating employer.

According to state statute, contribution for all employers are actuarially determined each year. For the plan years ending June 30, 2024 and 2023, the actual employer contribution rates were 15.5% and 15.5%, respectively, for Plan B. The Marshal's contributions to the System for the years ended December 31, 2024 and 2023 were \$4,779 and \$4,588, respectively. Included in employer contributions for the year ended December 31, 2024, were contributions for the month of December 2024 in the amount of \$378 which were paid subsequent to December 2024.

Non-Employer Contributions

According to state statute, the System also receives one-fourth (1/4) of 1% of ad valorem taxes collected within the respective parishes except for Orleans. Tax monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as additional employer contributions and considered support from non-employer contributing entities. Non-employer contributions totaling \$4,827 are recognized as revenue during the year ended December 31, 2024, and excluded from pension expense.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

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

At December 31, 2024, the Marshal reported a liability of \$82,896 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Municipal Employees' Retirement System. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts. The allocation method used in determining each employer's proportion was based on each employer's contributions to the System during the fiscal year ended June 30, 2024 as compared to the total of all employers' contributions received by the System during the fiscal year ended June 30, 2024. The Marshal's proportion as measured at June 30, 2024, was .1366170%, which is an increase of .0030810% from the proportion as measured at June 30, 2023.

For the year ended December 31, 2024, the Marshal recognized pension expense of \$35,906, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, (\$14,310).

At December 31, 2024, the Marshal reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 787	\$ 678
Changes of assumptions		3,086
Net difference between projected and actual earnings on pension plan investments	2,983	
Changes in proportion and differences between employer contributions and proportionate share of contributions	3,024	
Employer contributions subsequent to the measurement Date	2,268	
Total	<u>\$ 9,062</u>	<u>\$ 3,764</u>

The Marshal reported a total of \$2,268 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2024, which will be recognized as a reduction in net pension liability in the year ended December 31, 2025.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

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

<u>Year</u>	<u>Amount</u>
2025	\$ 1,129
2026	6,245
2027	(2,473)
2028	(1,871)
Total	<u>\$ 3,030</u>

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. The actuarial assumptions used in the June 30, 2024 valuations were based on the results of an actuarial experience study for the period July 1, 2018 through June 30, 2023.

Information on the actuarial valuation and assumptions is as follows:

Valuation Date	June 30, 2024
Actuarial Cost Method	Entry Age Normal
Expected remaining service lives	3 years
Actuarial Assumptions:	
Investment Rate of Return	6.85%, net of pension plan investment expense, including Inflation
Inflation Rate	2.5%
Salary increases, including Inflation and merit increase:	
1 to 2 years of service	9.5% for Plan B
More than 2 years of service	4.6% for Plan B
Annuitant and beneficiary mortality	PubG-2010(B) Healthy Retiree Table set equal to 115% for males and females, each adjusted using their respective male and female MP2021 scales.
Employee mortality	PubG-2010(B) Healthy Retiree Table set equal to 115% for males and females, each adjusted using their respective male and female MP2021 scales.
Disables lives mortality	PubNS-2010(B) Disability Retiree Table set equal to 115% for males and females with the full generational MP2021 scale.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

The target allocation and best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2024 are summarized in the following table:

	Target Asset <u>Allocation</u>	Long-Term Expected Portfolio Real Rate of <u>Return</u>
Public equity	56%	2.44%
Public fixed income	29%	1.26%
Alternatives	15%	.65%
Totals	<u>100%</u>	4.35%
Inflation		<u>2.50%</u>
Expected Arithmetic Nominal Return		<u>6.85%</u>

The discount rate used to measure the total pension liability was 6.85% for the year ended June 30, 2024. The projection of cash flowed used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity to Changes in Discount Rate**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.85%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.85%), or one percentage point higher (7.85%) than the current discount rate (assuming all other assumptions remain unchanged).

Changes in net pension liability from changes in the discount rate as of June 30, 2024 for Plan B are as follows:

	<u>Changes in Discount Rate</u>		
	1% Decrease <u>5.85%</u>	Current Discount Rate <u>6.85%</u>	1% Increase <u>7.85%</u>
Net Pension Liability	\$ 128,718	\$ 82,896	\$ 44,168

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

**Changes in Net Pension Liability**

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense (benefit) in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on the pension plan investments and actual experience with regard to those earnings is required to be included in the pension expense (benefit) in a systematic and rational manner over a closed period of five years, beginning with the current period.

The changes in the net pension liability for the year ended June 30, 2024 were recognized in the current reporting period as pension expense (benefit) except as follows:

*Differences Between Expected and Actual Experience:*

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

*Net Differences Between Projected and Actual Earnings on Pension Plan Investments:*

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

*Changes in Assumptions or Other Inputs:*

The changes of assumptions about future economic or demographic factors were recognized in the pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Changes in Proportion:*

Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The unamortized amounts arising from changes in the employers' proportionate shares are presented in the Schedule of Pension Amounts as deferred outflows or deferred inflows as of June 30, 2024.

**Contributions – Proportionate Share**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of pension amounts by employer due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2024  
(Continued)

**Pension Plan Fiduciary Net Position**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2024. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.la.gov](http://www.la.gov).

(13) LONG-TERM LIABILITIES

Long-term liability activity for the year ended December 31, 2024, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Net pension liability	\$ 107,077	\$	\$ 24,181	\$ 82,896	\$
Finance purchases	54,353	156,524	12,786	198,091	55,064
Governmental Activities long-term liabilities	<u>\$ 161,430</u>	<u>\$ 156,524</u>	<u>\$ 36,967</u>	<u>\$ 280,987</u>	<u>\$ 55,064</u>

**Finance Purchase**

The Marshal has entered into three (3) lease agreements to lease certain equipment. The equipment is included in the governmental activities capital assets at a cost of \$284,227, with accumulated depreciation totaling \$47,838 at December 31, 2024. Interest has been imputed at a rate of 4.0%. The purchase arrangements were for periods ranging from four to five years. Future payments on financed purchases payable are as follows:

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 55,064	\$ 4,752	\$ 59,816
2026	54,074	5,742	59,816
2027	56,248	3,568	59,816
2028	16,032	1,308	17,340
2029	16,673	667	17,340
	<u>\$ 198,091</u>	<u>\$ 16,037</u>	<u>\$ 214,128</u>

(14) CONTINGENCIES

The Marshal's office is involved in two (2) separate civil lawsuits, of which the outcome is not presently determinable.



Bossier City Marshal  
A Component of the City of Bossier City  
Schedule of Proportionate Share of Net Pension Liability  
For the Year Ended December 31, 2024

Municipal Employee's Retirement System

<u>Year Ended</u>	<u>Proportion of the Net Pension Liability (Asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered employee payroll</u>	<u>Proportionate share of the net pension liability as a percentage of covered employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2024	0.136617%	\$ 82,896	\$ 32,400	255.85%	80.10%
2023	0.133360%	107,077	25,400	421.56%	73.25%
2022	0.126799%	111,327	24,000	463.86%	69.56%
2021	0.043913%	25,439	23,250	109.42%	79.14%
2020	0.028464%	25,960	22,200	116.94%	66.26%
2019	0.029040%	25,405	22,200	114.44%	64.68%
2018	0.029960%	25,342	22,200	114.15%	65.60%
2017	0.029910%	25,878	22,200	116.57%	63.49%

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

Bossier City Marshal  
A Component of the City of Bossier City  
Schedule of Contributions  
For the Year Ended December 31, 2024

Municipal Employee's Retirement System

<u>Year Ended June 30</u>	<u>Statutorily Required Contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered-employee payroll</u>	<u>Contributions as a percentage of covered-employee payroll</u>
2024	\$ 4,779	\$ 4,779	\$	\$ 32,400	14.75%
2023	4,588	4,588		29,600	15.50%
2022	3,720	3,720		24,000	15.50%
2021	3,720	3,720		24,000	15.50%
2020	3,298	3,298		22,350	14.76%
2019	3,108	3,108		22,200	14.00%
2018	3,025	3,025		22,200	13.63%
2017	2,692	2,692		22,200	12.13%

\*Amounts presented were determined as of the end of the fiscal year (December 31).

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



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
Budget and Actual (Cash Basis) - General Fund  
For the Year Ended December 31, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Amended	(Budgetary Basis)	Final Budget Favorable (Unfavorable)
Revenues:				
City Court - traffic fines	\$ 70,000	\$ 147,000	\$ 201,605	\$ 54,605
Commissions and fees	149,700	96,900	117,437	20,537
Interest income	1,100	5,200	7,492	2,292
Total revenues	220,800	249,100	326,534	77,434
Expenditures:				
Current - Public Safety				
Dues and publications	13,000	9,200	8,235	965
Law enforcement supplies	137,000	61,000	68,736	(7,736)
Office expense	23,000	25,000	27,605	(2,605)
Training	2,500	12,000	8,940	3,060
Travel, lodging, and meals	22,000	32,000	24,215	7,785
Public education	1,000	1,000		1,000
Insurance	17,000	19,000	19,357	(357)
Professional fees	9,000	12,400	10,825	1,575
Other operating	724,918	785,171	5,333	779,838
Salaries and related expenses	6,000	7,400	39,717	(32,317)
Appropriation to City for personnel related	87,000	100,800	51,324	49,476
Debt service			14,970	(14,970)
Capital outlay	64,000	90,300	68,740	21,560
Total expenditures	1,106,418	1,155,271	347,997	807,274
Excess (deficiency) of revenues over (under) expenditures	(885,618)	(906,171)	(21,463)	884,708
Other Financing Sources				
Transfers in	85,000	80,000	95,000	15,000
Total other financing sources	85,000	80,000	95,000	15,000
Net change in fund balance	(800,618)	(826,171)	73,537	899,708
Fund balance at beginning of year	800,618	826,171	930,153	103,982
Fund balance at end of year	\$	\$	\$ 1,003,690	\$ 1,003,690

See accompanying note to the required supplementary information.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Schedule of Revenues, Expenditures, and Changes in Fund Balance -  
Budget and Actual (Cash Basis) - Probation Fund  
For the Year Ended December 31, 2024

	Budgeted Amounts		Actual	Variance-
	Original	Amended	(Budgetary Basis)	Favorable (Unfavorable)
Revenues:				
Commissions and fees	\$ 65,000	\$ 72,000	\$ 112,391	\$ 40,391
Interest income	40	60	52	(8)
Total revenues	<u>65,040</u>	<u>72,060</u>	<u>112,443</u>	<u>40,383</u>
Expenditures:				
Current - Public Safety				
Other operating	<u>32,014</u>	<u>43,579</u>	<u>136</u>	<u>43,443</u>
Total expenditures	<u>32,014</u>	<u>43,579</u>	<u>136</u>	<u>43,443</u>
Excess (deficiency) of revenues over (under) expenditures	33,026	28,481	112,307	83,826
Other Financing Sources (Uses):				
Transfer to other funds	<u>(85,000)</u>	<u>(80,000)</u>	<u>(95,000)</u>	<u>(15,000)</u>
Net Change in Fund Balance	(51,974)	(51,519)	17,307	68,826
Fund balance at beginning of year	<u>51,974</u>	<u>51,519</u>	<u>46,186</u>	<u>(5,333)</u>
Fund balance at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 63,493</u>	<u>\$ 63,493</u>

See accompanying note to the required supplementary information.



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Schedule of Revenues, Expenditures, and Changes in Fund Balance  
Budget and Actual (Cash Basis) - Equipment and Training Fund  
For the Year Ended December 31, 2024

	Budgeted Amounts		Actual (Budgetary Basis)	Variance- Favorable (Unfavorable)
	Original	Amended		
Revenues:				
Commissions and fees	\$ 50,000	\$ 36,000	\$ 44,802	\$ 8,802
Interest income	25	25	24	(1)
Total revenues	<u>50,025</u>	<u>36,025</u>	<u>44,826</u>	<u>8,801</u>
Expenditures:				
Current - Public Safety				
Training	4,400	2,030		2,030
Other	38,233	41,543		41,543
Appropriation to City for equipment	62,000	62,000	88,225	(26,225)
Total expenditures	<u>104,633</u>	<u>105,573</u>	<u>88,225</u>	<u>17,348</u>
Excess of revenues over expenditures	(54,608)	(69,548)	(43,399)	26,149
Fund balance at beginning of year	<u>54,608</u>	<u>69,548</u>	<u>91,245</u>	<u>21,697</u>
Fund balance at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 47,846</u>	<u>\$ 47,846</u>

See accompanying note to the required supplementary information.

Bossier City Marshal  
A Component of the City of Bossier City  
Note to Required Supplementary Information  
December 31, 2024

The Budgetary Comparison Schedule- Budget to Actual (Cash Basis) presents comparisons of the original and final legally adopted budget with actual data on a budgetary basis.

Since accounting principles applied for purposes of developing data on a budgetary basis (cash basis) differ significantly from those used to present financial statements in conformity with GAAP (modified accrual basis), a reconciliation of resulting basis differences in the revenues in excess of (less than) expenditures between budgetary and GAAP presentations for the year ended December 31, 2024, is presented below:

	General Fund	Probation Fund	Equipment Fund
Excess (deficiency) of Revenues and other sources over expenditures and other uses (budgetary basis)	\$ 73,537	\$ 17,307	\$ (43,399)
Adjustments:			
Revenue accruals - net	(1,334)		(774)
Expenditure accruals - net	18,329		88,225
Excess (deficiency) of Revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ 90,532</u>	<u>\$ 17,307</u>	<u>\$ 44,052</u>



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Other Supplementary Information  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2024

**Agency Head: Jim Whitman, Bossier City Marshal**

**SECTION I**

**Paid by the Bossier City Marshal:**

<b>PURPOSE</b>		<b>AMOUNT</b>
Salary	\$	32,400
Benefits-retirement		4,820
Travel		1,953

**SECTION II**

**Paid by the City of Bossier City:**

<b>PURPOSE</b>		<b>AMOUNT</b>
Salary	\$	96,600
Benefits - insurance		13,531
Benefits - retirement		14,253

**Bossier City Marshal - General Fund**  
**Justice System Funding Schedule - Receiving Schedule**

Cash Basis Presentation  
As Required by La. R.S. 24:515.2

		Amount for 01/01/2024 - 06/30/2024	Amount for 07/01/2024 - 12/31/2024
1. Ending Balance of Amounts Assessed but Not Received:		26,819	22,104
2. Details of Receipts from Collecting/Disbursing Agency			
Agency Remitting Money	Remittance Type	Amount for 01/01/2024 - 06/30/2024	Amount for 07/01/2024 - 12/31/2024
Bossier City City Court	a. Civil Fees	16,272	13,596
Bossier Parish Police Jury	a. Civil Fees	2,170	2,340
Shreveport City Court	a. Civil Fees	2,610	2,670
Hammond City Court	a. Civil Fees	90	-
Ruston City Court	a. Civil Fees	30	30
Bossier City City Court	b. Bond Fees	19,751	-
Bossier City City Court	f. Criminal Court Costs/Fees	82,213	119,392



**Bossier City Marshal - Equipment and Training Fund**  
**Justice System Funding Schedule - Receiving Schedule**

Cash Basis Presentation  
 As Required by La. R.S. 24:515.2

		Amount for 01/01/2024 - 06/30/2024	Amount for 07/01/2024 - 12/31/2024
<b>1. Ending Balance of Amounts Assessed but Not Received:</b>		3,312	3,204
<b>2. Details of Receipts from Collecting/Disbursing Agency</b>			
Agency Remitting Money	Remittance Type	Amount for 01/01/2024 - 06/30/2024	Amount for 07/01/2024 - 12/31/2024
Bossier City City Court	a. Civil Fees	24,408	20,394

**Bossier City Marshal****Justice System Funding Schedule - Collecting/Disbursing Schedule**

Cash Basis Presentation

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

	Amount for 01/01/2024 - 06/30/2024	Amount for 07/01/2024 - 12/31/2024
<b>1. Beginning Cash Balance</b>	115,099	96,398
<b>2. Collections</b>		
a. Civil Fees	422,489	391,405
b. Bond Fees	-	-
c. Cash Bonds	-	-
d. Asset Forfeiture/Sale	-	-
e. Pre-Trial Diversion Program Fees	-	-
f. Criminal Court Costs/Fees	-	-
g. Criminal Fines – Contempt	-	-
h. Criminal Fines – Other/Non-Contempt	-	-
i. Restitution	-	-
j. Probation/Parole/Supervision Fees	90,414	67,875
k. Service Fees	-	-
l. Collection Fees	-	-
m. Interest Earnings on Collected Balances	25	27
n. Other	-	-
<b>Total Collected</b>	512,928	459,307
<b>3. Deductions: Collections Retained by the Bossier City Marshal</b>		
I. Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	23,323	21,246
II. Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
III. Other Amounts "Self-Disbursed" [Enter amounts on appropriate collection type lines]		
a. Civil Fees	-	-
b. Bond Fees	-	-
c. Cash Bonds	-	-
d. Asset Forfeiture/Sale	-	-
e. Pre-Trial Diversion Program Fees	-	-
f. Criminal Court Costs/Fees	-	-
g. Criminal Fines – Contempt	-	-
h. Criminal Fines – Other/Non-Contempt	-	-
i. Restitution	-	-
j. Probation/Parole/Supervision Fees	60,000	35,000
k. Service Fees	-	-
l. Collection Fees [excluding amounts reported in bullets I and II above]	-	-
m. Interest Earnings on Collected Balances	-	-
n. Other	-	-
<b>Total Collections Retained by the Bossier City Marshal</b>	83,323	56,246
<b>4. Deductions: Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits</b>		
a. Collection/Processing Fees Paid to Third Party Entities	414,152	358,899
b. Civil Fee Refunds	-	-
c. Bond Refunds	-	-
d. Restitution Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit	34,154	11,744
e. Other Disbursements to Individuals and Entities, Excluding Governments or a Nonprofit	-	136
<b>Total Amounts Disbursed to Individuals and Entities, Excluding Governments and Nonprofits</b>	448,306	370,779
<b>5. Deductions: Total Disbursements to Other Governments &amp; Nonprofits</b>	-	-
<b>6. Total Amounts Disbursed/Retained</b>	531,629	427,025
<b>7. Ending Cash Balance</b>	96,398	128,680
<b>8. Ending Balance of "Partial Payments" Collected but not Disbursed</b>	-	-
<b>9. Other Information:</b>		
I. Ending Balance of Amounts Assessed but Not Yet Collected [i.e. total ending receivable balances]	-	-
II. Total Waivers During the Fiscal Period [i.e. non-cash reduction of receivable balances, such as time served or community service]	-	-



## COOK & MOREHART

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

### Independent Auditors' Report

Bossier City Marshal  
Bossier City, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier City Marshal as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Bossier City Marshal's basic financial statements, and have issued our report thereon dated May 8, 2025.

#### Report on Internal Control Over Financial Reporting

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

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

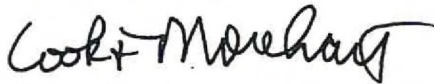
Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bossier City Marshal's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

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



Cook & Morehart  
Certified Public Accountants  
May 8, 2025



Bossier City Marshal  
Bossier City, Louisiana  
Schedule of Audit Findings  
December 31, 2024

**Summary Schedule of Prior Audit Findings**

There were no findings for the prior year audit for the year ended December 31, 2023.

**Current Year Audit Findings**

There are no findings for the current year audit for the year ended December 31, 2024.

## COOK & MOREHART

*Certified Public Accountants*

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

Bossier City Marshal  
City of Bossier City  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The Bossier City Marshal's management is responsible for those C/C areas identified in the SAUPs.

The Bossier City Marshal (the 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 January 1, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledges that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

#### **1) *Written Policies and Procedures***

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

#### **2) *Board or Finance Committee***

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

#### **3) *Bank Reconciliations***

- A. Obtain a listing of client 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 selected each account, and observe that;

Management provided the requested information, along with management's representation that the listing is complete.



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

Bank reconciliations selected include evidence that they were prepared within 2 months of the related statement closing date.

- ii) 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); and Bank reconciliations selected included evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

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

Procedures performed no exceptions noted.

#### **4) Collections (excluding electronic funds transfers)**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

No exceptions noted.

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

No exceptions noted.

- iii) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

*Exception:* The employee responsible for processing payments also adds vendors to the disbursement system.

- iv) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

*Exception:* The employee responsible for processing payments also receives the signed checks for mailing.

- v) Only employees/officials authorized to sign checks, approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), or wire transfer, or some other electronic means.

No exceptions noted.

- C. For each location selected under #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- i) Observe whether the disbursement; whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
- ii) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.

Management provided the requested information, along with management's representation that the listing is complete. For the transactions selected for testing, the disbursement matched the related original invoice and included evidence of segregation of duties.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedures performed no exceptions noted.

#### **6) Credit Cards/Debit Cards/Fuel Cards/P-Cards**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

#### **7) Travel and Expense Reimbursement (excluding card transactions)**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

#### **8) Contracts**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

#### **9) Payroll and Personnel**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

#### **10) Ethics**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.



**11) Debt Service**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

**12) Fraud Notice**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

**13) Information Technology Disaster Recovery/Business Continuity**

No testing required in year 2.

**14) Prevention of Sexual Harassment**

Testing not required for this area for the fiscal period January 1, 2024 through December 31, 2024, due to no exceptions being noted in prior year.

We were engaged by Bossier 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 Bossier 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.



Cook & Morehart  
Certified Public Accountants  
May 8, 2025



May 8, 2025

Cook & Morehart, CPAs  
1215 Hawn Avenue  
Shreveport, LA 71107

The Bossier City Marshal (the Marshal) submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended December 31, 2024.

*Exception:* The employee responsible for processing payments also adds vendors to the disbursement system.

*Management's Response:* The Marshal approves all vendors.

*Exception:* The employee responsible for processing payments also receives the signed checks for mailing.

*Management's Response.* The Marshal will consider other options for segregating duties over mailing of checks after authorized signatures are obtained.

Sincerely

  
Jim Whitman  
Bossier City Marshal