

RECEIVED
LEGISLATIVE AUDITOR
04 APR 19 AM 11:35

**FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland, and West Carroll, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2003
With Supplemental Information Schedules**

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

Release Date 5.5.04

MARY JO FINLEY, CPA, INC.
A PROFESSIONAL CORPORATION

FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
and West Carroll, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended December 31, 2003
With Supplemental Information Schedules

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
Independent Auditor's Report		3
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund Types and Account Groups	A	6
Governmental Fund Type:		
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	B	7
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP Basis) and Actual - General Fund	C	8
Notes to the Financial Statements		9
	<u>Schedule</u>	<u>Page No.</u>
Supplemental Information Schedules:		
Special Revenue Funds:		
Combining Balance Sheet	1	20
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	2	21

FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
and West Carroll, Louisiana
Contents, December 31, 2003

C O N T E N T S (CONTD.)

**Independent Auditor's Report Required by
Government Auditing Standards:**

Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting		23
Schedule of Findings and Questioned Costs	3	25
Summary Schedule of Prior Audit Findings	4	26

Mary Jo Finley, CPA
A Professional Corporation
129 CHAMBOLA DRIVE
COLUMBIA, LA 71418
PHONE (318) 649-5089

Independent Auditor's Report

HONORABLE E. RUDOLPH MCINTYRE, JR.,
GLYNN D. ROBERTS, AND GLENN W. STRONG,
JUDGES OF THE FIFTH JUDICIAL DISTRICT
Parishes of Franklin, Richland, and West Carroll, Louisiana

I have audited the general purpose financial statements of the Fifth Judicial District - Judicial Expense Fund, a component unit of the Franklin, Richland, and West Carroll Police Juries, as of December 31, 2003, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Fifth Judicial District - Judicial Expense Fund's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Fifth Judicial District - Judicial Expense Fund as of December 31, 2003, and the results of its operations for the year then ended in conformity with U.S. generally accepted accounting principles.

FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
and West Carroll, Louisiana
Independent Auditor's Report,
December 31, 2003

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Fifth Judicial District - Judicial Expense Fund. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with *Government Auditing Standards*, I have also issued a report dated March 29, 2004, on the Fifth Judicial District - Judicial Expense Fund's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.


Columbia, Louisiana
March 29, 2004

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 and West Carroll, Louisiana

ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 2003

	GOVERNMENTALFUND TYPE....		ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	SPECIAL REVENUE FUNDS		
ASSETS				
Cash and cash equivalents	\$3,772	\$248,316		\$252,088
Receivables	3,569	4,900		8,469
Due from other funds	5,000			5,000
Office furnishings and equipment			\$177,064	177,064
TOTAL ASSETS	<u>\$12,341</u>	<u>\$253,216</u>	<u>\$177,064</u>	<u>\$442,621</u>
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$2,525	\$1,532		\$4,057
Payroll taxes payable		7,181		7,181
Due to other funds		5,000		5,000
Total Liabilities	<u>2,525</u>	<u>13,713</u>	NONE	<u>16,238</u>
Fund Equity:				
Investment in general fixed assets			\$177,064	177,064
Fund balances - unreserved - undesignated	9,816	239,503		249,319
Total Fund Equity	<u>9,816</u>	<u>239,503</u>	<u>177,064</u>	<u>426,383</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$12,341</u>	<u>\$253,216</u>	<u>\$177,064</u>	<u>\$442,621</u>

The accompanying notes are an integral part of this statement.

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 and West Carroll, Louisiana
 GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures,
 and Changes in Fund Balances
 For the Year Ended December 31, 2003

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL - (MEMORANDUM ONLY)
REVENUES			
Intergovernmental			
State funds - Department of Social Services		\$28,000	\$28,000
Local funds		10,800	10,800
Fees, charges, and commissions for services - court costs	\$29,085	102,795	131,880
Filing fees	83,113		83,113
Fines and forfeitures		53,000	53,000
Use of money and property - interest earnings	163	1,105	1,268
Total revenues	<u>112,361</u>	<u>195,700</u>	<u>308,061</u>
EXPENDITURES			
General government - judicial:			
Current:			
Personal services and related benefits		202,747	202,747
Operating services	42,614	13,371	55,985
Materials and supplies	25,954	639	26,593
Travel and other charges	797	12,889	13,686
Capital outlay	8,699		8,699
Total expenditures	<u>78,064</u>	<u>229,646</u>	<u>307,710</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>34,297</u>	<u>(33,946)</u>	<u>351</u>
OTHER FINANCING SOURCE (Use)			
Operating transfers in		89,420	89,420
Operating transfers out	(58,264)	(31,156)	(89,420)
Total other financing source (use)	<u>(58,264)</u>	<u>58,264</u>	<u>NONE</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	<u>(23,967)</u>	<u>24,318</u>	<u>351</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>33,783</u>	<u>215,185</u>	<u>248,968</u>
FUND BALANCES AT END OF YEAR	<u>\$9,816</u>	<u>\$239,503</u>	<u>\$249,319</u>

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 and West Carroll, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures,
 and Changes in Fund Balance -
 Budget (GAAP Basis) and Actual
 For the Year Ended December 31, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Fees, charges, and commissions for services:			
Filing fees	\$27,780	\$29,085	\$1,305
Court costs	88,185	83,113	(5,072)
Use of money and property - interest earnings	1,400	163	(1,237)
Total revenues	<u>117,365</u>	<u>112,361</u>	<u>(5,004)</u>
EXPENDITURES			
General government - judicial:			
Current:			
Operating services	50,500	42,614	7,886
Materials and supplies	24,000	25,954	(1,954)
Travel and other charges	2,500	797	1,703
Capital outlay	7,000	8,699	(1,699)
Total expenditures	<u>84,000</u>	<u>78,064</u>	<u>5,936</u>
EXCESS OF REVENUES OVER EXPENDITURES	33,365	34,297	932
OTHER FINANCING SOURCE (Use)			
Transfer out	<u>(62,600)</u>	<u>(58,264)</u>	<u>4,336</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES AND OTHER USE	(29,235)	(23,967)	5,268
FUND BALANCES AT BEGINNING OF YEAR	<u>32,527</u>	<u>33,783</u>	<u>1,256</u>
FUND BALANCES AT END OF YEAR	<u><u>\$3,292</u></u>	<u><u>\$9,816</u></u>	<u><u>\$6,524</u></u>

The accompanying notes are an integral part of this statement.

**FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
and West Carroll, Louisiana**

Notes to the Financial Statements
As of and for the Year Ended December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 15 of the Louisiana Constitution of 1974, the judges of the Fifth Judicial District serve a six-year term. The judicial district shall have original jurisdiction of all civil and criminal matters, including felony cases and cases involving title to immovable property, probate and succession matters, and other matters as provided by law. The Fifth Judicial District encompasses the parishes of Franklin, Richland, and West Carroll, Louisiana.

A. REPORTING ENTITY

As governing authorities of the parishes, for reporting purposes, the Franklin, Richland, and West Carroll Parish Police Juries are considered separate financial reporting entities. The financial reporting entity consists of (a) the primary government (the police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Franklin, Richland, and West Carroll Parish Police Juries for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entities is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body,
and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

**FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
And West Carroll, Louisiana
Notes to the Financial Statements (Continued)**

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Franklin, Richland, and West Carroll Parish police juries maintain and operate the parish courthouses in which the district judge's offices are located, the Fifth Judicial District - Judicial Expense Fund was determined to be a component unit of the police juries, the financial reporting entities. The accompanying financial statements present information only on the funds maintained by the Fifth Judicial District - Judicial Expense Fund and do not present information on the police juries, the general government services provided by those governmental units, or the other governmental units that comprise the financial reporting entities.

B. FUND ACCOUNTING

The district uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The district's current operations require the use of the following fund types:

FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
And West Carroll, Louisiana
Notes to the Financial Statements (Continued)

Governmental Funds

**General Fund - Judicial
Expense Fund**

The General Fund, as provided by Louisiana Revised Statute 13:996.43, is the principal fund and is used to account for the operations of the judge's offices. The fund's primary sources of revenues are court costs on civil suits and proceedings, criminal convictions, bond forfeitures, and filing fees.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**C. GENERAL FIXED ASSETS AND
LONG-TERM OBLIGATIONS**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the governmental funds. General fixed assets provided by the police jury are not recorded in the general fixed assets account group. All fixed assets are valued at actual historical costs. No depreciation has been provided on general fixed assets. There are no long-term obligations at December 31, 2003.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
And West Carroll, Louisiana
Notes to the Financial Statements (Continued)**

The modified accrual basis of accounting is used for reporting all governmental fund types and fiduciary fund type agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The district uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Fees, charges, and commissions for services are recorded when the district is entitled to the funds.

Fines and forfeitures are recorded in the year they are collected by the tax collector.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Interest income on demand deposits is recorded in the month earned and credited to the account.

Substantially all other revenues are recorded when they become available.

Based on the above criteria, fees, charges, and commissions for services and fines and forfeitures have been treated as susceptible to accrual.

Expenditures

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

Other Financing Sources (Uses)

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

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 And West Carroll, Louisiana
 Notes to the Financial Statements (Continued)

E. BUDGET PRACTICES

Proposed budgets, prepared on modified accrual basis of accounting, are made available for public inspection no later than fifteen days prior to the beginning of each fiscal year. The budget is then formally adopted by the chief judge. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the chief judge.

For the year ended December 31, 2003, a budget was adopted for the Judicial Expense Fund only, as provided by Louisiana Revised Statute 39:1302 of the Louisiana Local Government Budget Act.

Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the amended adopted budget amounts.

F. CASH AND CASH EQUIVALENTS

Under state law, the district may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The judges may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2003, the district has cash and cash equivalents totaling \$252,088 as follows:

Demand deposits	\$152,088
Time deposits	<u>100,000</u>
Total	<u>\$252,088</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at December 31, 2003, are secured as follows:

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 And West Carroll, Louisiana
 Notes to the Financial Statements (Continued)

Bank balances	<u>\$255,763</u>
Federal deposit insurance	\$255,763
Pledged securities (uncollateralized)	<u>75,384</u>
Total	<u>\$331,147</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the judge, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the judge that the fiscal agent bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the judge's name.

G. VACATION AND SICK LEAVE

The Fifth Judicial District - Judicial Expense Fund has no annual and sick leave policy.

H. RISK MANAGEMENT

The court is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the court maintains commercial insurance policies covering automobiles, workmen's compensation and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policie's coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2003.

**I. TOTAL COLUMNS ON THE
 COMBINED STATEMENTS**

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis (overview). Data in these columns do not present financial position in conformity with generally accepted

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 And West Carroll, Louisiana
 Notes to the Financial Statements (Continued)

accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. RECEIVABLES

The following is a summary of receivables at December 31, 2003:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
Fees, charges, and commissions for services:			
Filing fees	\$2,055		\$2,055
Court costs	1,514		1,514
Fines		\$4,900	4,900
Total	<u>\$3,569</u>	<u>\$4,900</u>	<u>\$8,469</u>

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment for the year ended December 31, 2003 follows:

Balance, January 1, 2003	\$172,442
Additions	8,699
Deletions	<u>(4,077)</u>
Balance, December 31, 2003	<u>\$177,064</u>

4. PENSION PLAN

Substantially all employees of the Fifth Judicial District - Judicial Expense Fund are members of the Parochial Employees Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. The judge's secretary is a member of Plan A.

FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
And West Carroll, Louisiana
Notes to the Financial Statements (Continued)

All permanent employees working at least twenty-eight hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to one per cent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980, plus 3 per cent of final-average salary for each salary for each year of service credited after the revision date. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefits accrued to their date of termination. The system also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employee's Retirement System of Louisiana, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

Under Plan A, members are required by state statute to contribute 9.50 per cent of their annual covered salary and the Fifth Judicial District - Judicial Expense Fund is required to contribute at an actuarially determined rate. The current rate is 7.75 per cent of annual covered payroll. Contributions to the system also include one-fourth of one per cent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Fifth Judicial District - Judicial Expense Fund are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Fifth Judicial District - Judicial Expense Fund's contributions to the System under Plan A for the years ending December 31, 2003, 2002, and 2001, were \$6,445, \$8,902, and \$6,786, respectively, equal to the required contributions for each year.

6. LITIGATION AND CLAIMS

The Fifth Judicial District - Judicial Expense Fund is not involved in any litigation at December 31, 2003, nor is it aware of any unasserted claims.

FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
And West Carroll, Louisiana
Notes to the Financial Statements (Continued)

**7. EXPENDITURES OF THE FIFTH JUDICIAL
DISTRICT - JUDICIAL EXPENSE FUND
NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain expenditures, e.g. judge's salaries and secretary's salaries of the judges domiciled in Franklin and West Carroll Parishes. These expenditures are paid out of the funds of the criminal court, the parish police juries, or directly by the state.

SUPPLEMENTAL INFORMATION SCHEDULES

**FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
and West Carroll, Louisiana**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended December 31, 2003**

SPECIAL REVENUE FUNDS

RICHLAND PARISH DISTRICT JUDGE'S FUND

The Richland Parish District Judge's Fund is used to account for the salary of the secretary for the judge domiciled in Richland Parish. Financing is provided by a portion of fines collected for the Criminal Court Fund of the parish.

SPECIAL EXCESSIVE COSTS FUND

The Special Excessive Costs Fund was established in accordance with Louisiana Revised Statute 15:571.11. Surplus monies in the Fifth Judicial District Criminal Court Fund are deposited into this special fund by motion of the district attorney and with the concurrence of the chief judge of the Fifth Judicial District. The total amount of monies deposited into this fund shall not exceed fifty thousand dollars in any calendar year. Monies in this fund are only used to defray excessive costs incurred in first degree murder cases or very serious felony trials wherein venue has been changed.

HEARING OFFICER FUND

The Hearing Officer Fund accounts for a 5 percent fee assessed in non-support cases which go through the state's Child Support Enforcement program. These fees are used to pay the salary of the hearing officer appointed by the judges of the Fifth Judicial District to hear support and support related matters and well as other expenditures incurred in connection with the implementation of this procedure.

FAMILIES IN NEED OF SERVICES (FINS)

The Families in Need of Services (FINS) Fund consists of a state grant funded by the Louisiana Department of Social Services. The purpose of the fund is to intervene in a family's life so that appropriate services to remedy the family's dysfunction can be secured and to establish a family service plan binding upon all family members and the appropriate service providers.

FIFTH JUDICIAL DISTRICT -
 JUDICIAL EXPENSE FUND
 Parishes of Franklin, Richland,
 and West Carroll, Louisiana
 SPECIAL REVENUE FUNDS

Combining Balance Sheet, December 31, 2003

	RICHLAND PARISH DISTRICT JUDGE'S	SPECIAL EXCESSIVE COSTS	HEARING OFFICER	FINS	TOTAL
ASSETS					
Cash	\$46,678	\$39,064	\$161,259	\$1,315	\$248,316
Receivables	4,900				4,900
TOTAL ASSETS	<u>\$51,578</u>	<u>\$39,064</u>	<u>\$161,259</u>	<u>\$1,315</u>	<u>\$253,216</u>
LIABILITIES AND FUND EQUITY					
Accounts payable	\$1,265			\$267	\$1,532
Payroll taxes payable	5,492		\$1,689		7,181
Due to other funds	5,000				5,000
Fund Equity - fund balance - unreserved - undesignated	39,821	\$39,064	159,570	1,048	239,503
TOTAL LIABILITIES AND FUND EQUITY	<u>\$51,578</u>	<u>\$39,064</u>	<u>\$161,259</u>	<u>\$1,315</u>	<u>\$253,216</u>

**FIFTH JUDICIAL DISTRICT -
JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland,
and West Carroll, Louisiana
SPECIAL REVENUE FUNDS**

Combining Schedule of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 2003

	RICHLAND PARISH DISTRICT JUDGE'S	SPECIAL EXCESSIVE COSTS	HEARING OFFICER	FINS	TOTAL
REVENUES					
Intergovernmental:					
State funds - Department of Social Services				\$28,000	\$28,000
Local funds	\$10,800				10,800
Fees, charges, and commissions for services - court costs			\$102,795		102,795
Fines and forfeitures	48,000	\$5,000			53,000
Use of money and property - interest earnings	74	58	970	3	1,105
Total revenues	<u>58,874</u>	<u>5,058</u>	<u>103,765</u>	<u>28,003</u>	<u>195,700</u>
EXPENDITURES					
General government - judicial:					
Current:					
Personal services and related benefits	124,498		78,249		202,747
Operating services	8,688	3,000	1,683		13,371
Materials and supplies			639		639
Travel and other charges	1,692		7,280	3,917	12,889
Total expenditures	<u>134,878</u>	<u>3,000</u>	<u>87,851</u>	<u>3,917</u>	<u>229,646</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(76,004)</u>	<u>2,058</u>	<u>15,914</u>	<u>24,086</u>	<u>(33,946)</u>
OTHER FINANCING SOURCE (Use)					
Operating transfers in	83,420			6,000	89,420
Operating transfers out				(31,156)	(31,156)
Total other financing source (use)	<u>83,420</u>	<u>NONE</u>	<u>NONE</u>	<u>(25,156)</u>	<u>58,264</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	<u>7,416</u>	<u>2,058</u>	<u>15,914</u>	<u>(1,070)</u>	<u>24,318</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>32,405</u>	<u>37,006</u>	<u>143,657</u>	<u>2,117</u>	<u>215,185</u>
FUND BALANCES AT END OF YEAR	<u>\$39,821</u>	<u>\$39,064</u>	<u>\$159,571</u>	<u>\$1,047</u>	<u>\$239,503</u>

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent auditor's report on compliance with laws, regulations and contracts and internal control is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Mary Jo Finley, CPA
A Professional Corporation
129 CHAMBOLA DRIVE
COLUMBIA, LA 71418
PHONE (318) 649-5089

**Independent Auditor's Report on Compliance and
Internal Control Over Financial Reporting**

HONORABLE E. RUDOLPH MCINTYRE, JR.,
GLYNN D. ROBERTS, AND GLENN W. STRONG,
JUDGES OF THE FIFTH JUDICIAL DISTRICT
Parishes of Franklin, Richland, and West Carroll, Louisiana

I have audited the general purpose financial statements of the Fifth Judicial District - Judicial Expense Fund, a component unit of the Franklin, Richland, and West Carroll Police Juries, as of and for the year ended December 31, 2003 ended and have issued my report thereon dated March 29, 2004. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

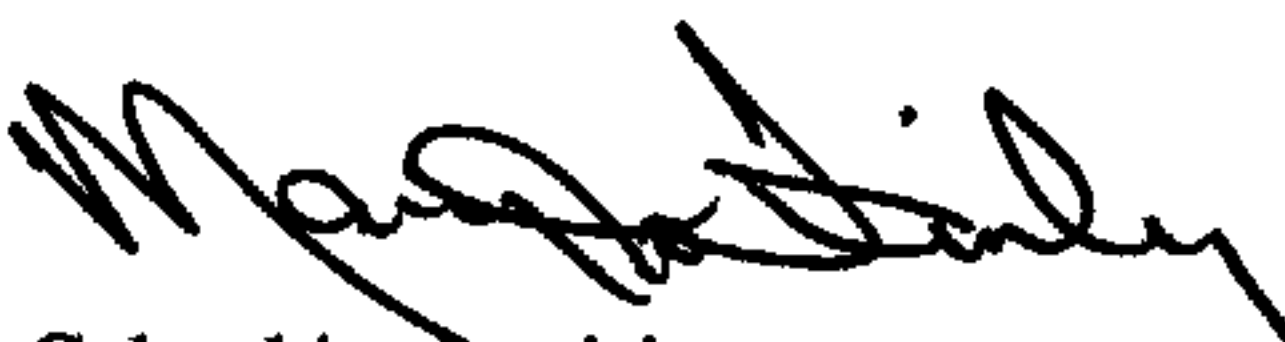
As part of obtaining reasonable assurance about whether the Fifth Judicial District - Judicial Expense Fund's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

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

HONORABLE E. RUDOLPH MCINTYRE, JR.,
GLYNN D. ROBERTS, AND GLENN W. STRONG,
JUDGES OF THE FIFTH JUDICIAL DISTRICT
Parishes of Franklin, Richland, and West Carroll, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
December 31, 2003

This report is intended solely for the information and use of the Fifth Judicial District - Judicial Expense Fund, the Louisiana Legislative Auditor, and management of the district's office and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.



Columbia, Louisiana
March 29, 2004

FIFTH JUDICIAL DISTRICT - JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland, and West Carroll, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2003

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of Fifth Judicial District - Judicial Expense Fund.
2. No instances of noncompliance material to the financial statements of Fifth Judicial District - Judicial Expense Fund were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

FIFTH JUDICIAL DISTRICT - JUDICIAL EXPENSE FUND
Parishes of Franklin, Richland, and West Carroll, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2003

There were no audit findings reported in the audit for the year ended December 31, 2002.