

**CITY COURT OF WINNFIELD  
ANNUAL FINANCIAL REPORT**

**DECEMBER 31, 2022**

City Court of Winnfield, Louisiana  
Financial Report  
December 31, 2022

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City Court of Winnfield, Louisiana  
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# CITY COURT OF WINNFIELD, LOUISIANA

P. O. Box 1342  
Winnfield, LA 71483

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the City Court of Winnfield, Louisiana's (hereafter referred to as the City Court) annual financial report presents an overview and analysis of the City Court's financial activities for the year ended December 31, 2022. The intent of the MD&A is to look at the City Court's financial performance as a whole. It should, therefore be read in conjunction with this report. Certain comparative information is presented to provide an overview of the City Court's operations.

### Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the City Court as a whole and presents a longer-term view of the City Court's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending.

#### Government-Wide Financial Statements

- The Statement of Net Position presents all of the City Court's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference between the two reported as "net position". Over time, increases or decreases in the City Court's net position may serve as a useful indicator of whether the financial position of the City Court is improving or deteriorating.
- The Statement of Activities presents information showing how the City Court's net position changed during the current year. 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.

#### Fund Financial Statements

The services provided by the City Court are financed through governmental funds. 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 City Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The City Court conducts its day-to-day operations through governmental funds, the General Fund, and the Building Fund. These statements provide a short-term view of the City Court's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the City Court. The City Court also maintains a Fiduciary Fund, in which the funds are simply held for other parties and cannot be used for any of the City Court's activities, it is not included in the government-wide statement, but is separately reported in the statement of the Fiduciary Fund.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Position

	<u>2022</u>	<u>2021</u>
<b>ASSETS:</b>		
Current Assets	\$ 27,728	\$ 16,342
Capital Assets (net)	<u>832</u>	<u>1,802</u>
Total Assets	\$ <u>28,560</u>	\$ <u>18,144</u>
DEFERRED OUTFLOWS OF RESOURCES	\$ <u>11,222</u>	\$ <u>1,990</u>
<b>LIABILITIES:</b>		
Accounts Payable/Payroll Liabilities	\$ 4,687	\$ 4,319
Net Pension Liability	<u>30,617</u>	<u>16,567</u>
Total Liabilities	\$ <u>35,304</u>	\$ <u>20,886</u>
DEFERRED INFLOWS OF RESOURCES	\$ <u>9,289</u>	\$ <u>27,426</u>
<b>NET POSITION:</b>		
Net Investment in Capital Assets	\$ 832	\$ 1,802
Unrestricted	<u>(5,643)</u>	<u>(29,980)</u>
Total Net Position	\$ <u>(4,811)</u>	\$ <u>(28,178)</u>

Summary of Statement of Activities

	<u>2022</u>	<u>2021</u>
<b>REVENUES:</b>		
Fees, Fines & Charges for Services	\$106,411	\$ 78,645
General Revenues	<u>91,451</u>	<u>85,522</u>
Total Revenues	\$197,862	\$164,167
<b>EXPENSES:</b>		
Judicial Expense	<u>174,495</u>	<u>151,446</u>
Change in Net Position	\$ <u>23,367</u>	\$ <u>12,721</u>

The City Court's liabilities exceeded its assets by \$4,811 (net position) for the year which is due to Net Pension Liability. For prior year, the net position was (\$28,178).

Unrestricted Net Position is a deficit of \$5,643 at year end due to Net Pension Liability. This is an increase of \$24,337 from prior year.

General Fund Budgetary Highlights

The operations of the City Court of Winnfield are not affected by most economic conditions. The City Court derives its revenue solely from fees levied by the City Court.

Economic Factors and Next Year's Budget

The City Court's management considered many factors when setting the operating budget for the next fiscal year. As there are very minimal changes expected in the next fiscal year, the budget for FY 2023 should not change significantly from the FY 2022 budget.

Contacting the City Court

This financial report is designed to provide our citizens and creditors with a general overview of the City Court's finances and to show the City Court's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to City Court of Winnfield at P.O. Box 1342, Winnfield, LA 71483.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

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**INDEPENDENT ACCOUNTANT'S REVIEW REPORT**

Honorable Judge Keith Gates  
City Court of Winnfield  
P. O. Box 1342  
Winnfield, Louisiana 71483

We have reviewed the accompanying financial statements of the governmental activities, major fund and fiduciary funds of the City Court of Winnfield, a component unit of the City of Winnfield, as of and for the year ended December 31, 2022, which collectively comprise the City Court of Winnfield's basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the City Court's personnel. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

**Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the City Court of Winnfield and to meet other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

**Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

## Other Matter Paragraphs

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedule, Schedule of Employer's Share of Net Pension Liability, and Schedule of Employer's Contributions, as listed in the Table of Contents, be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is presented for purposes of additional analysis and 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. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

### *Supplementary Information*

The accompanying schedule of compensation, benefits, and other payments to the agency head, political subdivision head, or chief executive officer and justice system funding schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. This information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America and Louisiana Legislative Auditor. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

### *Other Reporting Requirements*

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated June 27, 2023, on the results of our agreed-upon procedures on page 40 through 43. Pages 44 through 46 present management's Louisiana Attestation Questionnaire.

*Thomas, Cunningham, Broadway + Todtenbier, CPA's*

Thomas, Cunningham, Broadway, & Todtenbier  
Natchitoches, Louisiana

June 27, 2023

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

City Court of Winnfield, Louisiana  
Statement of Net Position  
December 31, 2022

	Governmental <u>Activities</u>
ASSETS:	
Current Assets-	
Cash	\$25,706
Revenue Receivables	<u>2,022</u>
Total Current Assets	\$27,728
Non-Current Assets-	
Capital Assets – (Net)	<u>832</u>
Total Assets	\$ <u>28,560</u>
DEFERRED OUTFLOWS OF RESOURCES:	\$ <u>11,222</u>
LIABILITIES:	
Accounts Payable/Payroll Liabilities	\$ 4,687
Net Pension Liability	<u>30,617</u>
Total Liabilities	\$ <u>35,304</u>
DEFERRED INFLOWS OF RESOURCES:	\$ <u>9,289</u>
NET POSITION:	
Net Investment in Capital Assets	\$ 832
Unrestricted	<u>(5,643)</u>
Total Net Position	\$ <u>(4,811)</u>

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Statement of Activities  
December 31, 2022

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges</u>	<u>Operating Grants</u>	<u>Revenue and Changes</u>
		<u>for</u>	<u>and</u>	<u>in Net Position</u>
		<u>Services</u>	<u>Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:				
Judicial	<u>\$174,495</u>	<u>\$106,411</u>	<u>\$0</u>	<u>\$(68,084)</u>
		General Revenues:		
				\$ 90,899
			On Behalf Payments-Parish/State	
			Miscellaneous	<u>552</u>
			Total General Revenues	<u>\$ 91,451</u>
			Change in Net Position	\$ 23,367
			Net Position January 1, 2022	<u>(28,178)</u>
			Net Position December 31, 2022	<u>\$ (4,811)</u>

See independent accountant's review report and notes to financial statements.

## FUND FINANCIAL STATEMENTS

City Court of Winnfield, Louisiana  
Balance Sheet-Governmental Fund  
December 31, 2022

Assets:

Cash	\$25,706
Revenue Receivable	<u>2,022</u>
Total Assets	<u>\$27,728</u>

Liabilities:

Accounts Payable/Payroll Liabilities	\$ 4,687
--------------------------------------	----------

Fund Balance:

Unassigned	<u>23,041</u>
Total Liabilities and Fund Balance	<u>\$27,728</u>

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
December 31, 2022

Total Fund Balance for the Governmental Fund at December 31, 2022 \$ 23,041

Amounts reported for Governmental Activities  
in the Statement of Net Position is different because:

The following used in Governmental Activities are not  
current financial resources and; therefore, are not  
reported in the Governmental Funds Balance Sheet:

Equipment & Furniture	46,363
Less: Accumulated Depreciation	(45,531)
Deferred Outflows of Resources	11,222

The following are not due and payable in the current  
period and; therefore, are not reported in the  
Governmental Fund Balance Sheet-

Net Pension Liability	(30,617)
Deferred Inflows of Resources	<u>(9,289)</u>

Total Net Position of Governmental Activities at December 31, 2022 \$ (4,811)

City Court of Winnfield, Louisiana  
Statement of Revenues, Expenditures and Changes in Fund Balance-  
Governmental Fund  
Year Ended December 31, 2022

	<u>Total</u>
<b>REVENUES:</b>	
Fee, Charges and Commissions for Service-	
Court Costs, Fees & Charges	\$106,411
On Behalf Payments-Parish/State	90,899
Miscellaneous	<u>552</u>
Total Revenues	<u>\$197,862</u>
<b>EXPENDITURES:</b>	
Current-	
Judicial-	
Personnel Services & Related Benefits	\$151,121
Operating Services	33,601
Materials & Supplies	<u>2,122</u>
Total Expenditures	<u>\$186,844</u>
Excess of Revenues over Expenditures	\$ 11,018
Fund Balance-Beginning of Year	<u>12,023</u>
Fund Balance-End of Year	<u>\$ 23,041</u>

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
for the Year Ended December 31, 2022

Net Change in Fund Balance-Governmental Fund	\$11,018
Amounts reported for Governmental Activities In the Statement of Activities are different because:	
Depreciation expense on Capital Assets is reported in the Government-wide Financial Statements, but does not require the use of current financial resources and is not reported in the Fund Financial Statements. Current year depreciation expense is	(970)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and are not reported as expenditures in the Fund Financial Statements. These include a net change in-	
Pension Expense	<u>13,319</u>
Change in Net Position per Statement of Activities	<u>\$23,367</u>

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Statement of Net Position-  
Agency Funds  
December 31, 2022

	<u>Civil</u>	<u>Probation</u>	<u>Total</u>
Assets:			
Cash & Cash Equivalents	<u>\$16,301</u>	<u>\$43,548</u>	<u>\$59,849</u>
Unsettled Deposits:			
Unsettled Deposits	<u>\$16,301</u>	<u>\$43,548</u>	<u>\$59,849</u>

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Statement of Changes in Net Position-  
Agency Funds  
December 31, 2022

	<u>Civil</u>	<u>Probation</u>	<u>Total</u>
Additions:			
Collections	\$20,502	\$165,434	\$185,936
Deductions:			
Disbursements	<u>21,885</u>	<u>174,921</u>	<u>196,806</u>
Changes in Unsettled Deposits	\$ (1,383)	\$ (9,487)	\$ (10,870)
Unsettled Deposits -Beginning	<u>17,684</u>	<u>53,035</u>	<u>70,719</u>
Unsettled Deposits -Ending	<u>\$16,301</u>	<u>\$ 43,548</u>	<u>\$ 59,849</u>

See independent accountant's review report and notes to financial statements.

## NOTES TO FINANCIAL STATEMENTS

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

Introduction:

City courts are created under the authority of Chapter 7 of Title 13 of the Louisiana Revised Statutes (LSA-R.S.) and provide for territorial jurisdiction, powers, authority, functions, election or appointment, of the various city courts throughout the state. The City Court's criminal jurisdiction, as provided by LSA-R.S. 13:1894, is limited to the trial of offenses committed within its respective territorial jurisdiction that are not punishable by imprisonment at hard labor, including the trial or cases involving the violation of any city or parochial ordinance. In addition, the judge may also require bonds to keep the peace; issue warrants of arrest; examine, commit, and admit to bail and discharge; and hold preliminary examinations in all non-capital cases. The City Court's civil jurisdiction, as provided by LSA-R.S. 13:1891, is established under the Louisiana Code of Civil Procedure.

The city judge, as provided by LSA-R.S. 13:1872, is elected for a six-year term and, except as otherwise provided in LSA-R.S. 13:1875, receives an annual salary payable monthly by the city and the parish, based upon the population of the territorial jurisdiction of the court.

The city clerk, as provided by LSA-R.S. 13:1884, is appointed by the city judge and serves at the pleasure of the judge until a successor is appointed and qualified. The clerk is responsible for the minute entries of the court, a docket of all proceedings in civil and criminal matters, and additional duties enumerated by law.

The city marshal, as provided by LSA-R.S. 13:1882, is elected for a six-year term and receives an annual salary as enumerated in LSA-R.S. 1883. The marshal is the executive officer of the court and executes the orders and mandates of the City Court. The marshal makes arrests, preserves the peace, and has the same authority, within his jurisdiction, as a sheriff.

The Winnfield City Court (the "City Court") is located in the City of Winnfield, Louisiana. The City of Winnfield provides the court with a courtroom and offices. The only officials of the City Court are the judge, marshal, and the clerk.

1. Summary of Significant Accounting Policies:

The accompanying basic financial statements of the Winnfield City Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB pronouncements.

A. Reporting Entity-

As the municipal governing authority, for reporting purposes, the City of Winnfield is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (municipality), (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.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the City of Winnfield for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity 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 primary government 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 primary government.
2. Organizations for which the primary government does not appoint a voting majority but are fiscally dependent on the primary government.
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 City of Winnfield provides office space, courtrooms, and related utility costs, as well as partial funding of salary costs for the City Court, the City Court was determined to be fiscally dependent on the City of Winnfield and accordingly is considered to be a component unit of this financial reporting entity. The accompanying basic financial statements include only the funds maintained by the City Court Judge and do not present information on funds maintained by the City Marshal, nor do they present information on the City of Winnfield, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Basis of Presentation-

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the Winnfield City Court, which are considered to be governmental activities.

The Statement of Net Position presents the governmental-type activities on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

The Statement of Activities presents a comparison between direct expenses and program revenues for each of the functions of the City Court's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fines, fees and charges paid by the recipients of services offered by the City Court and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

C. Fund Accounting-

The accounts of the Winnfield City Court are organized on the basis of funds, each of which is considered a separate accounting entity. The various funds are reported by generic fund types in the financial statements. Each fund operates with a group of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in the individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The City Court uses the following fund categories and fund types.

The funds of the City Court are described below:

Governmental Fund (Major)-

General Fund

The General Fund is the principal operating fund of the Winnfield City Court and accounts for its operations. The various fees and fines due to the City Court are accounted for in this fund. General operating expenditures are paid from this fund.

Fiduciary Fund-

Agency Funds

The Agency Funds account for assets that are held by the City Court in a custodial capacity pending their transfer to the proper recipient, as provided by Louisiana law. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. Measurement Focus/Basis of Accounting-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the City Court as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are 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 City Court considers all revenues “available” if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. Assets, Liabilities, and Equity-

Cash and Cash Equivalents-

Cash and Cash Equivalents include amounts in demand deposits, interest-bearing demand deposits, and time deposits of the City Court. These deposits are stated at cost, which approximates market.

Capital Assets-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The City Court maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets’ estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Furniture, computers, office equipment	5 years
----------------------------------------	---------

F. Compensated Absences-

Employees of the City Court do not accrue or “carry forward” vacation or sick leave, therefore no entry is made to record compensated absences.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

G. Equity Classifications-

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net Investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of “restricted” or “net investment in capital assets”.

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

The Judicial Fund of the City Court has an unassigned fund balance of \$23,041. If applicable, the City Court would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

H. Budget-

Prior to the beginning of each fiscal year, the City Court of Winnfield, Louisiana adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

I. 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 disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures and expenses during the reported period. Actual results could differ from those estimates.

J. Pensions-

For purposes of measuring the Net Pension Liability, Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions, and pension expense, information about the fiduciary net position of the retirement systems and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the retirement systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. See Note 5, for more information on the retirement system.

K. Deferred Outflows/Inflows of Resources-

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

2. Cash and Cash Equivalents:

The cash and cash equivalents of the City Court of Winnfield are subject to the following risk:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the City Court will not be able to recover its deposits. 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

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

the federal deposit insurance must at all times equal or exceed 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. 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 City Court that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the City Court's name.

Bank account balances at December 31, 2022, totaled \$95,292, and were fully secured by FDIC Insurance.

3. Capital Assets:

Capital asset balances and activity for the year ended December 31, 2022, is as follows:

<u>Governmental Activities</u>	<u>Balance 01-01-22</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12-31-22</u>
Capital Assets:				
Furniture, computers, equipment	\$ 46,363	\$ 0	\$0	\$ 46,363
Less: Accumulated Depreciation:				
Furniture, computers, equipment	<u>(44,561)</u>	<u>(970)</u>	<u>0</u>	<u>(45,531)</u>
Net Capital Assets	<u>\$ 1,802</u>	<u>\$ (970)</u>	<u>\$0</u>	<u>\$ 832</u>

Depreciation expense of \$970 was charged to the judicial function.

4. Pension Plan:

*Plan Description*

The City Court contributes to Louisiana State Employees' Retirement System (LASERS) which is a cost-sharing multiple employer defined benefit pension plan. All full-time administrative employees are required to participate in the System. Excluded by law are independent contractors and certain other non-employee relationships. Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) grants to LASERS Board of Trustees and the Louisiana Legislature the authority to review administration, benefit terms, investments, and funding of the plan. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.laseronline.org](http://www.laseronline.org).

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

*Benefits Provided*

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Retirement**

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification. The rank and file members hired prior to July 1, 2006, may either retire with full benefits at any age upon completing 30 years of creditable service, at age 55 upon completing 25 years of creditable service, and at age 60 upon completing ten years of creditable service depending on their plan. Those members hired between July 1, 2006 and June 1, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015 may retire at age 62 upon completing five years of creditable service. The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to July 1, 2006. For members hired July 1, 2006 or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of years of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement throughout their life, with certain benefits being paid to their designated beneficiary after their death.

Act 992 of the 2010 Louisiana Regular Legislative Session, changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire at age 60 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Hazardous duty members are eligible to retire with twelve years of creditable service at age 55, 25 years of creditable service at any age or with a reduced benefit after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate, and judges a 3.5% accrual rate. The extra 1.0% accrual rate for each year of service for court officers, the governor, lieutenant governor, legislators, House clerk, sergeants at arms, or Senate secretary, employed after January 1, 2011, was eliminated by Act 992. Specialty plan and regular members, hired prior to January 1, 2011, who are hazardous duty employees have the option to transition to the new hazardous duty plan.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
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Act 226 of the 2014 Louisiana Regular Legislative Session established new retirement eligibility for members of LASERS hired on or after July 1, 2015, excluding hazardous duty plan members. Regular members and judges under the new plan are eligible to retire at age 62 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment. Members in the regular plan will receive 2.5% accrual rate, and judges a 3.5% accrual rate, with the extra 1.0% accrual rate based on all years of service as a judge.

A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does not withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classification.

#### **Deferred Benefits**

The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than LASERS's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. For members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of one-half percent less than LASER's realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

#### **Disability Benefits**

Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age.

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

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation or 100% of final average compensation if the injury was the result of an intentional act of violence.

### **Survivor's Benefits**

Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011 who was in state service at the time of death must have a minimum of five years of service credit, at least two of which were earned immediately prior to death, or who had a minimum of twenty years of service credit regardless of when earned in order for a benefit to be paid to a minor or handicapped child. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned. A deceased member's spouse must have been married for at least one year before death.

### **Permanent Benefit Increases/Cost-of-Living Adjustments**

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

### *Contributions*

The employer contribution rate is established annually under R.S. 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. Each plan pays a separate actuarially-determined employer contribution rate. However, all assets of LASERS are used for the payment of benefits for all classes of members, regardless of their plan membership. Rates for the year ended June 30, 2022 were as follows:

<u>Plan</u>	<u>Plan Status</u>	<u>Employer Contribution Rate</u>
Appellate Law Clerks	Closed	39.50%
Appellate Law Clerks hired on or after 7/1/06	Closed	39.50%
Alcohol Tobacco Control	Closed	42.60%
Bridge Police	Closed	38.60%
Bridge Police hired on or after 7/1/06	Closed	38.60%
Corrections Primary	Closed	39.00%
Corrections Secondary	Closed	43.30%

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

<u>Plan</u>	<u>Plan Status</u>	<u>Employer Contribution Rate</u>
Harbor Police	Closed	14.30%
Hazardous Duty	Open	45.30%
Judges hired before 1/1/2011	Closed	43.70%
Judges hired after 12/31/2010	Closed	43.00%
Judges hired on or after 7/1/15	Open	43.00%
Legislators	Closed	35.80%
Optional Retirement Plan (ORP)		
Hired before 7/1/06	Closed	37.60%
Hired on or after 7/1/06	Closed	37.60%
Peace Officers	Closed	41.40%
Regular Employees		
Hired before 7/1/06	Closed	39.50%
Hired on or after 7/1/06	Closed	39.50%
Hired on or after 1/1/2011	Closed	39.50%
Hired on or after 7/1/15	Open	39.50%
Special Legislative Employees	Closed	37.80%
Wildlife Agents	Closed	51.20%
<b>Aggregate Rate</b>		<b>40.20%</b>

The City Court's contractually required composite contribution rate for the year ended June 30, 2022 was 43.00% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the City Court were \$5,471 for the year ended December 31, 2022.

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

At December 31, 2022, the City Court reported a liability of \$30,617 for its proportionate share of the Net Pension Liability, this amount was \$16,567 in the prior year. The Net Pension Liability was measured as of June 30, 2022 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The City Court's proportion of the Net Pension Liability was based on a projection of the City Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2022, the City Court's proportion was .00041%, which was an increase of .00011% from its proportion measured as of June 30, 2020.

For the year ended December 31, 2022, the City Court recognized pension expense of \$13,321 minus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$11,906.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

At December 31, 2022, the City Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 84	\$ 0
Changes in assumption	557	0
Net difference between projected and actual earnings on pension plan investments	2,466	0
Changes in employer's proportion of beginning net pension liability	0	9,249
Differences between employer contributions and proportionate share of employer contributions	4,732	40
Subsequent Measurement Contributions	3,383	0
<b>Total</b>	<b>\$11,222</b>	<b>\$9,289</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$(5,311)
2024	2,795
2025	(624)
2026	1,690
<b>Total</b>	<b>\$(1,450)</b>

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining	
Service Lives	2 years.
Investment Rate of Return	7.25% per annum.
Inflation Rate	2.30% per annum.
Mortality	Non-disabled members - Mortality rates based on the RP-2014 Blue Collar and White-Collar Healthy Annuitant Tables projected on a full generation basis by Mortality Improvement Scale MP-2018. Disabled members – Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
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Termination, Disability, and Retirement      Termination, disability, and retirement assumptions were projected based on a five-year (2014-2018) experience study of the System's members.

Salary Increases      Salary increases were projected based on a 2014-2018 experience study of the System's members. The salary increase ranges for specific types of members are:

<u>Member Type</u>	<u>Lower Range</u>	<u>Upper Range</u>
Regular	3.0%	12.8%
Judges	2.6%	5.1%
Corrections	3.6%	13.8%
Hazardous Duty	3.6%	13.8%
Wildlife	3.6%	13.8%

Cost of Living Adjustments      The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment 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 2.3% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 8.34% for 2022. Best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022 are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Cash	0.39%
Domestic equity	4.57%
International equity	5.76%
Domestic Fixed Income	1.48%
International Fixed Income	5.04%
Alternative Investments	8.30%
Total	5.91%

City Court of Winnfield, Louisiana  
Notes to Financial Statements  
December 31, 2022

*Discount Rate*

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows 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 approved by PRSAC taking into consideration the recommendation of the pension plan's actuary. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current 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 of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the City Court's proportionate share of the Net Pension Liability using the discount rate of 7.25%, as well as what the City Court's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage-point lower (6.25%) or one percentage-point higher (8.25%) than the current rate:

	1.0% Decrease (6.25%)	Current Discount Rate (7.25%)	1.0% Increase (8.25%)
Employer's proportionate share of net pension liability	\$38,525	\$30,617	\$23,406

*Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued LASERS 2022 Comprehensive Annual Financial Report at [www.lasersonline.org](http://www.lasersonline.org).

5. Litigation:

The Winnfield City Court was not involved in any litigation at December 31, 2022.

6. Subsequent Events:

Management has evaluated events through June 27, 2023, the date which the financial statements were available for issue. There were no items reported as subsequent events.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

City Court of Winnfield, Louisiana  
Judicial Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

	<u>Budget</u> <u>Original/Final</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUES:</b>			
Court Costs, Fees & Charges	\$ 86,000	\$106,411	\$ 20,411
On Behalf Payments-Parish/State	100,000	90,899	(9,101)
Miscellaneous	<u>0</u>	<u>552</u>	<u>552</u>
Total Revenues	<u>\$186,000</u>	<u>\$197,862</u>	<u>\$ 11,862</u>
<b>EXPENDITURES:</b>			
Current-			
Judicial-			
Personnel Services/Benefits	\$157,900	\$151,121	\$ 6,779
Operating Services	23,800	33,601	(9,801)
Materials & Supplies	1,750	2,122	(372)
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$183,450</u>	<u>\$186,844</u>	<u>\$ (3,394)</u>
Excess of Revenues over Expenditures	\$ 2,550	\$ 11,018	\$ 8,468
Fund Balance-Beginning of Year	<u>12,023</u>	<u>12,023</u>	<u>0</u>
Fund Balance-End of Year	<u>\$ 14,573</u>	<u>\$ 23,041</u>	<u>\$ 8,468</u>

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Schedule of Employer's Share of Net Pension Liability  
For the Year Ended December 31, 2022

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
2015	0.00081%	\$55,296	\$14,410	384%	62.7%
2016	0.00075%	\$58,973	\$18,901	312%	27.7%
2017	0.00045%	\$31,956	\$15,715	203%	62.5%
2018	0.00071%	\$48,626	\$12,477	390%	64.3%
2019	0.00091%	\$65,856	\$19,258	342%	62.9%
2020	0.00069%	\$57,150	\$ 9,490	602%	58.0%
2021	0.00030%	\$16,567	\$ 5,989	277%	72.8%
2022	0.00041%	\$30,617	\$12,600	243%	63.7%

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

See independent accountant's review report and notes to financial statements.

City Court of Winnfield, Louisiana  
Schedule of Employer's Contributions  
For the Year Ended December 31, 2022

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2015	\$5,765	\$5,765	\$0	\$14,410	40.0%
2016	\$7,029	\$7,029	\$0	\$18,901	37.2%
2017	\$2,717	\$2,717	\$0	\$15,715	17.3%
2018	\$5,003	\$5,003	\$0	\$12,477	40.1%
2019	\$7,909	\$7,909	\$0	\$19,258	41.1%
2020	\$4,028	\$4,028	\$0	\$ 9,490	42.4%
2021	\$2,593	\$2,593	\$0	\$ 5,989	43.3%
2022	\$5,471	\$5,471	\$0	\$12,600	43.4%

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

Changes of Assumptions:

- There were no changes of benefit assumptions for the year ended December 31, 2022.

See independent accountant's review report and notes to financial statements.

SUPPLEMENTARY INFORMATION

City Court of Winnfield, Louisiana  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
For the Year Ended December 31, 2022

Agency Head Name: Keith Gates, City Judge

<u>Purpose</u>	<u>Amount</u>
<u>Paid by City Court:</u>	
Salary	\$12,600
Benefits-Retirement	5,471
Benefits-Payroll Taxes	183
Insurance	3,270
Dues	1,560
Conference & Travel	3,700
Reimbursements	51
Other	10,560
<u>Paid by State Treasurer:</u>	
Salary	30,354
Benefits-Retirement	13,174
Benefits-Payroll Taxes	405
Benefits-Insurance	1,512
<u>Paid by City of Winnfield:</u>	
Salary	2,400
Benefits-Retirement	1,042
Benefits-Payroll Taxes	35
<u>Paid by Winn Parish Police Jury:</u>	
Salary	2,400
Benefits-Retirement	1,042
Benefits-Payroll Taxes	35

See independent accountant's review report.

City Court of Winnfield, Louisiana  
Justice System Funding Schedule - Collecting/Disbursing Entity  
As Required by Act 87 of the 2022 Regular Legislative Session  
For the Year Ended December 31, 2022

	<u>First Six Month</u> <u>Period Ended</u> <u>06/30/22</u>	<u>Second Six</u> <u>Month Period</u> <u>Ended 12/31/22</u>
Cash Basis Presentation		
Beginning Balance of Amount Collected	\$ 70,719	\$ 68,138
Add: Collections		
Civil Fees	7,996	12,506
Bond Fees	27,345	23,975
Probation/Parole/Supervision Fees	67,412	46,702
Less: Disbursements to Governments & Nonprofits		
Criminal Court Costs/Fees:		
Louisiana Supreme Court-Civil Fees	12	14
Louisiana State Treasurer-Civil Fees	610	795
Winnfield City Marshal-Civil Fees	1,114	2,794
East Baton Rouge Parish Sheriff's Office-Civil Fees	-	40
Natchitoches Parish Sheriff's Office-Civil Fees	-	42
Union Parish Sheriff-Civil Fees	-	48
Winn Parish Clerk of Court-Civil Fees	525	210
Louisiana Supreme Court- Probation/Parole/Supervision Fees	303	234
Louisiana State Treasurer-Bond Fees	384	192
Winnfield City Marshal-Probation/Parole/Supervision Fees	7,350	4,530
City of Winnfield- Probation/Parole/Supervision Fees	20,110	15,451
North Louisiana Crime Laboratory-Bond Fees	5,810	4,040
Winn Parish Defender Board-Bond Fees	11,025	6,795
Central Louisiana Juvenile Detention Facility-Bond Fees	960	480
DHH-TH/SCI T.F.- Probation/Parole/Supervision Fees	405	190
Louisiana Commission of Law Enforcement-Bond Fees	318	223
Police Officers Witness Fund-Bond Fees	1,280	640
Less: Amounts Retained by Collecting Agency:		
Civil Fees	5,167	8,053
Cash Bond Fees	8,450	12,400
Probation/Parole/Supervision Fees	39,890	32,541
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	941	1,520
Bond Fee Refund	413	240
Other Disbursements to Individuals	267	0
Total Ending Balance of Amounts Collected		
but not Disbursed/Retained (i.e. cash on hand)	\$ 68,138	\$ 59,849

See independent auditor's report.

## OTHER REPORTS

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - LLC  
Jessica H. Broadway, CPA - A Professional Corporation  
Ryan E. Todtenbier, CPA - A Professional Corporation

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**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Honorable Judge Keith Gates  
City Court of Winnfield  
P. O. Box 1342  
Winnfield, Louisiana 71483

We have performed the procedures enumerated below on the City Court's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. City Court's management is responsible for its financial records and compliance with applicable laws and regulations.

The City Court 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 City Court's compliance with laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

*PUBLIC BID LAW*

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code); R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

We scanned the general ledgers noting that there were no expenditures for materials and supplies exceeding \$60,000, or public works exceeding \$250,000.

## CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1224 (the ethics law).

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the fiscal year.

Management provided us with the required list.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon procedure 2 or 3 appeared on the list provided by management.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

### *BUDGETING*

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

Not applicable.

8. Compare the revenues and expenditures of the budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more.

Both actual revenues and expenditures for the year were within the 5% variance allowed.

### *ACCOUNTING AND REPORTING*

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- (a) Report whether the six disbursements agree to the amount and the payee in the supporting documentation

Each of the six selected disbursements agreed to the amount and payee in the supporting documentation.

- (a) Report whether the six disbursements were coded to the correct fund and general ledger account.

Each of the six selected disbursements were coded to the correct fund and general ledger account.

- (b) Report whether the six disbursements were approved in accordance with management's policies and procedures.

Each of the six selected disbursements were approved in accordance with the management policies and procedures.

#### *MEETINGS*

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by RS 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions.

Not applicable.

#### *DEBT*

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We scanned copies of all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or other indebtedness.

#### *ADVANCES AND BONUSES*

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements for the fiscal year. We found no payments to employees that would constitute bonuses, advances, or gifts.

#### *STATE AUDIT LAW*

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The City Court's report is due June 30, 2023 and will be submitted in a timely manner.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Management represented they were in compliance with R.S. 24:513 during the fiscal year.

*PRIOR-YEAR COMMENTS*

15. Obtain and report management's representations as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

Our prior year report, dated August 23, 2022, did not include any comments or unresolved matters.

We were engaged by the City Court 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 the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General.

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 the District Court's compliance with the foregoing matters. 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 the District Court and to meet 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 the City Court's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, 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 Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPAs*

Thomas, Cunningham, Broadway, & Todtenbier  
Natchitoches, Louisiana

June 27, 2023

Winnfield City Court

LOUISIANA ATTESTATION QUESTIONNAIRE

Thomas, Cunningham, Broadway & Todtenbier CPA's  
321 Bienville Street  
Natchitoches, LA 71457

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2022 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No  N/A

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes  No  N/A

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes  No  N/A

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No  N/A

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No  N/A

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No  N/A

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes  No  N/A

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes  No  N/A

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No  N/A

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes  No  N/A

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes  No  N/A

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes  No  N/A

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes  No  N/A

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes  No  N/A

**General**

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No  N/A

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes  No  N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes  No  N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes  No  N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes  No  N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes  No  N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes  No  N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations or would require adjustment or modification to the results of the agreed-upon procedures.

Yes  No  N/A

The previous responses have been made to the best of our belief and knowledge.

 Judge  
Name/Title

May 3, 2023  
Date