

**NINETEENTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND**

**BATON ROUGE, LOUISIANA**

**JUNE 30, 2023**



## TABLE OF CONTENTS

Independent auditor's report	i – iii
Required supplementary information:	
Management's discussion and analysis	1 – 7
Basic financial statements:	
<i>Government-wide financial statements:</i>	
Statement of net position	8
Statement of activities	9
<i>Fund financial statements:</i>	
Balance sheet – governmental funds	10 – 11
Statement of revenues, expenditures, and changes in fund balances – governmental funds	12 – 13
Statement of fiduciary net assets	14
Notes to basic financial statements	15 – 43
Required supplementary information:	
Budgetary comparison schedule – general fund, indigent transcript fund, and drug treatment fund	44 – 45
Budgetary comparison schedule – commissioners' fund	46
Notes to required supplementary information on budgetary accounting and control	47 – 48
Other post-employment benefits plan retiree health and dental insurance programs – schedules of funding progress and employer contributions	49
Schedule of proportionate share of the net pension liability	50
Schedule of pension contributions	51
Notes to required supplementary information on pensions	52
Schedule of compensation, benefits, and other payments to agency heads	53
Judicial System Funding Schedule – Receiving Entity (cash basis)	54
Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with <i>Government Auditing Standards</i>	55 – 56
Schedule of findings and responses	57
Schedule of prior year findings and responses	58



## INDEPENDENT AUDITORS' REPORT

To the Honorable Judges  
Nineteenth Judicial District Court  
Judicial Expense Fund  
Baton Rouge, Louisiana

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

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Nineteenth Judicial District Court- Judicial Expense Fund, a component unit of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Judicial Expense Fund's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Nineteenth Judicial District Court- Judicial Expense Fund, as of June 30, 2023, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Nineteenth Judicial District Court- Judicial Expense Fund's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an

audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Nineteenth Judicial District Court- Judicial Expense Fund's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Nineteenth Judicial District Court- Judicial Expense Fund's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 1-7, budgetary comparison information on pages 44-46 and accompanying notes, schedules of funding progress and employer contributions of other post-employment benefit plans on page 49, schedule of proportionate share of the net pension liability on page 50, and the schedule of pension contributions on page 51 and accompanying notes, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Nineteenth Judicial District Court- Judicial Expense Fund's basic financial statements. The accompanying schedule of compensation, benefits, and other payments to agency head on page 53 and justice system funding schedule – receiving entity on page 54, are required by the Louisiana Revised Statute 24:513(A)(3) and Louisiana Revised Statute 24:515.2, respectively, and is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying schedules are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements of the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2024, on our consideration of the Nineteenth Judicial District Court- Judicial Expense Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Nineteenth Judicial District Court- Judicial Expense Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Nineteenth Judicial District Court- Judicial Expense Fund's internal control over financial reporting and compliance.

TWRU

CPAs & Financial Advisors  
Baton Rouge, Louisiana  
January 31, 2024

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Nineteenth Judicial District Court – Judicial Expense Fund (the JEF) provides an overview of the JEF's activities for the year ended June 30, 2023. Please read it in conjunction with the JEF's financial statements that begin on page 8.

### FINANCIAL HIGHLIGHTS

- The JEF experienced a decrease in total net position deficit of approximately \$1,706,000, or approximately a 6% deficit decrease from the prior year's net position deficit.
- During the year, revenues exceeded expenses generated for governmental programs by approximately \$1,706,000. Last year expenses exceeded revenues by approximately \$299,000.
- Total cost of all the JEF's programs for the current year decreased by approximately \$1,349,000 and total revenues increased by approximately \$657,000.
- The general fund reported an excess of revenue over expenditures this year of approximately \$1,469,000. This is an increase from last year's income which was approximately \$260,000.

### USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 8 - 9) provide information about the activities of the JEF as a whole and present a longer-term view of the JEF's finances. Fund financial statements (on pages 10 – 14) tell how governmental activities were financed in the short term as well as what remains for future spending. Fund financial statements also report the JEF's operations in more detail than the government-wide statements by providing information about both of JEF's governmental funds.

#### Reporting the JEF as a Whole

Our analysis of the JEF as a whole begins on page 8. We believe the key question regarding JEF finances to be, "Is the JEF as a whole better or worse as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the JEF as a whole, and about its activities, in a way that helps answer this question. These statements include *all* assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the JEF's net position and changes in them. You can think of the JEF's net position—the difference between assets and liabilities—as one way to measure the JEF's financial health, or financial position. Over time, increases or decreases in the JEF's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as number of cases handled by District Court as well as the number of judgeships approved by the State Legislature and the State's economic condition to better assess the overall health of the JEF.

Currently, the JEF has only governmental activities that provide for personnel, equipment, supplies and other costs related to the proper administration of District Court. Primarily, court costs and fines finance these activities.

### **Reporting the JEF's Funds**

Our analysis of the JEF's funds begins on page 10. The fund financial statements provide detailed information about the JEF's funds, not the JEF as a whole. In addition to accounting for the fees for court costs, fines; appropriations from East Baton Rouge City – Parish, East Baton Rouge Clerk of Court and the Louisiana Supreme Court; and other revenues that finance activities of the District Court, the JEF also accounts for the appropriation received from the Louisiana Supreme Court to administer the Commissioners' offices. Fees collected for the preparation of transcripts for indigent defenders are maintained in a separate special revenue fund in accordance with LA R. S. 13:965. The General Fund, the Commissioners' Fund, and the Indigent Transcript Fund are governmental funds that focus on how money flows into and out of these funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual basis of accounting, which measures only cash and other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the JEF's operations and the services it provides. Governmental fund information helps you determine the amount of financial resources available to be spent in the near future to finance the JEF's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation following the fund financial statements.

### **THE JEF AS A WHOLE**

The JEF's net position deficit decreased by approximately \$1,706,000 from \$27,772,000 to \$26,066,000 primarily due to the JEF's operating expenses including provisions for pension cost and other post-retirement benefits in addition to the collection of fines, fees and intergovernmental revenues.

Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the JEF's governmental activities.

**Table 1**  
**Net Position**

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
Current and other assets	\$ 3,978,255	\$ 2,969,087	\$ 1,009,168	34 %
Capital assets	18,192	28,643	(10,451)	(36) %
Total assets	<u>3,996,447</u>	<u>2,997,730</u>	<u>998,717</u>	<u>33 %</u>
Deferred Outflows of Resources	<u>2,154,876</u>	<u>1,581,836</u>	<u>573,040</u>	<u>36 %</u>
Current liabilities	413,333	908,934	(495,601)	(55) %
Long term liabilities	<u>26,920,314</u>	<u>25,891,553</u>	<u>1,028,761</u>	<u>4 %</u>
Total liabilities	<u>27,333,647</u>	<u>26,800,487</u>	<u>533,160</u>	<u>2 %</u>
Deferred Inflows of Resources	<u>4,883,975</u>	<u>5,551,462</u>	<u>(667,487)</u>	
Net position:				
Invested in capital assets	18,192	28,643	(10,451)	(36) %
Restricted by external legal constraint	735,838	670,312	65,526	10 %
Unrestricted deficit	<u>(26,820,329)</u>	<u>(28,471,338)</u>	<u>1,651,009</u>	<u>(6) %</u>
Total net position deficit	<u>\$ (26,066,299)</u>	<u>\$ (27,772,383)</u>	<u>\$ 1,706,084</u>	<u>(6) %</u>

Unrestricted net position deficit is the part of net assets that can be used to finance day-to-day operations without constraints established by other legal restrictions. Unrestricted net position at year end reflects a deficit of approximately \$26,820,000 due to the adoption of GASB Statement Numbers 68, 71 and 75, which represents a decrease from the prior year by approximately \$1,706,000.

The JEF's total revenues increased by approximately 9% or \$657,000 from the prior year, and the total cost of all programs and services decreased by approximately 18% or \$1,3489,000, which is mostly due to the year-end net pension and OPEB adjustment.

### **Governmental Activities**

To aid in the understanding of the Statement of Activities some additional explanation is provided. Of particular interest is its format that is significantly different than that of the typical Statement of Revenues, Expenses, and Changes in Fund Balance. You will notice that expenses are listed in the first column with revenues from that particular program reported to the right. The result is a net revenue or expense. The reason for this kind of format is to highlight the relative financial burden of each of the governmental functions. It also identifies how much each function draws from the general revenues or if it is self-financing through fees and grants. Fees in the form of court costs and fines represent the majority of the revenues reported for the District Court's function.

**Table 2**  
**Changes in Net Position**

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
<b>Revenues</b>				
Fees and fines	\$ 1,621,405	\$ 1,366,471	\$ 254,934	19 %
Intergovernmental	5,802,122	5,339,655	462,467	9 %
Charges for services	141,659	139,022	2,637	2 %
Non-Employer Pension Contributions	142,419	183,473	(41,054)	(22) %
Interest	12	348	(336)	(97) %
Other	<u>3,459</u>	<u>25,588</u>	<u>(22,129)</u>	<u>(86) %</u>
Total revenues	<u>7,711,076</u>	<u>7,054,557</u>	<u>656,519</u>	<u>9 %</u>
<b>Program expenses</b>				
District Court	5,630,454	6,967,989	(1,337,535)	(19) %
Commissioners'	<u>374,538</u>	<u>385,543</u>	<u>(11,005)</u>	<u>(3) %</u>
Total expenses	<u>6,004,992</u>	<u>7,353,532</u>	<u>(1,348,540)</u>	<u>(18) %</u>
Increase (Decrease) in net position deficit	<u>\$ 1,706,084</u>	<u>\$ (298,975)</u>	<u>\$ 2,005,059</u>	<u>(671) %</u>

## THE JEF'S FUNDS

As the JEF completed the year, its governmental funds (as presented in the balance sheet on page 10) reported a combined fund balance of approximately \$3,597,000, which is \$1,534,000 more than last year's total of \$2,063,000.

The following schedule presents a summary of general fund revenues and expenditures for the fiscal year ended June 30, 2023, and the amount and percentage of increases and decreases in relation to the prior year.



**Table 3**  
**General Fund Revenues and Expenditures**

	<u>2023</u>		<u>2022</u>	
	<u>Amount</u>	<u>Percent of Total</u>	<u>Amount</u>	<u>Percent of Total</u>
<b>Revenues</b>				
Fees and fines	\$ 1,694,676	23 %	\$1,488,884	23 %
Intergovernmental	5,362,719	74 %	4,911,018	75 %
Charges for services	173,884	2 %	142,039	2 %
Interest	12	- %	348	- %
Other	<u>3,459</u>	<u>- %</u>	<u>25,588</u>	<u>- %</u>
Total revenues	<u>7,234,750</u>	<u>100</u>	<u>6,567,877</u>	<u>100</u>
<b>Expenditures</b>				
District Court	5,835,447	100 %	6,368,633	100 %
Capital outlay	<u>-</u>	<u>- %</u>	<u>-</u>	<u>- %</u>
Total expenditures	<u>5,835,447</u>	<u>100 %</u>	<u>6,368,633</u>	<u>100 %</u>
Excess (deficiency) of revenues over expenditures before transfers	1,399,303		199,244	
Transfers	<u>69,148</u>		<u>61,060</u>	
Excess (deficiency) of revenues over expenditures after transfers	<u>\$ 1,468,451</u>		<u>\$ 260,304</u>	

## GENERAL FUND BUDGETARY HIGHLIGHTS

Each year the Court projects budgeted revenues based on the prior year collections. The major revenue variances for the year ending June 30, 2023, was a increase in Louisiana Supreme Court funding by about \$250,000 from the prior year.

There were no capital equipment purchases in the current or prior year.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

At the end of June 30, 2023, the JEF had \$345,000 invested in capital assets including computer equipment and office renovations. (See Table 4 below.) This represents no increase from last year. There were no purchases of capital assets during the fiscal period.

**Table 4**  
**Capital Assets at Year-end**

	<u>2023</u>	<u>2022</u>
Computer equipment, including software	\$ 205,548	\$ 205,548
Other office equipment	97,198	97,198
Furniture and fixtures	38,503	38,503
Office renovations	3,964	3,964
Totals	<u>\$ 345,213</u>	<u>\$ 345,213</u>

### Debt

At year-end, the JEF had approximately \$13,167,000 in net other post retirement benefit obligations, which represents future liabilities for employees to continue to participate in the health, dental and life insurance programs upon and during retirement. This represents a \$1,968,000 decrease from the prior year. The JEF also had an estimated \$636,000 for accrued compensated absences that represents the future liability for vacation earned but not used by District Court employees. This is an decrease of \$44,000 from last year. In addition, the JEF has a net pension liability of approximately \$13,165,000 which represents a increase of \$3,041,000 from last year. (See Table 5 below)

**Table 5**  
**Outstanding Debt at Year-end**

	<u>2023</u>	<u>2022</u>
Net other post retirement obligations	\$ 13,167,043	\$ 15,135,294
Accrued compensated absences	636,177	680,450
Net Pension Liability	<u>13,165,873</u>	<u>10,124,597</u>
	<u>\$ 26,969,093</u>	<u>\$ 25,940,341</u>

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

The City-Parish of East Baton Rouge funds most of the District Court operations. The annual budget adopted by the City-Parish for 2023 was slightly higher than the previous year, as was funding from the Louisiana Supreme Court. This budget includes funding for salaries, retirement contributions, medical, dental, post employment benefits and some basic office expenses. The 2024 salary and benefit expenditure should stay relatively the same as in 2023. Rising prices and labor shortages may make it harder to acquire personnel and materials.

## **CONTACTING THE FUND'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the JEF's finances and to show the JEF's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Kim Ford, Director of Finance at the Judicial Administrator's Office at 300 North Blvd., Suite 3606, Baton Rouge, Louisiana.

## BASIC FINANCIAL STATEMENTS

**NINETEENTH JUDICIAL DISTRICT COURT -  
JUDICIAL EXPENSE FUND  
STATEMENT OF NET POSITION**

*June 30, 2023*

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets:	
Cash, including time deposits	\$ 3,835,380
Accounts receivable	63,344
Receivable from other governments	<u>79,531</u>
Total current assets	3,978,255
Noncurrent assets:	
Capital assets, net of depreciation	<u>18,192</u>
Total assets	<u>3,996,447</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Net pension liability	1,889,270
Other post employment benefit obligations	<u>265,606</u>
Total deferred outflows of resources	<u>2,154,876</u>
 <b>LIABILITIES</b>	
Current liabilities	
Accounts payable	88,510
Payroll withholdings & payable	210,428
Deferred Revenue	65,607
Accrued compensated absences	<u>48,788</u>
Total current liabilities	413,333
Noncurrent liabilities:	
Accrued compensated absences	587,398
Other post employment benefit obligation	13,167,043
Net Pension Liability	<u>13,165,873</u>
Total liabilities	<u>27,333,647</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Net pension liability	927,583
Other post employment benefit obligations	<u>3,956,392</u>
Total deferred inflows of resources	<u>4,883,975</u>
 <b>NET POSITION</b>	
Net investment in capital assets	18,192
Restricted by external legal constraints	735,838
Unrestricted	<u>(26,820,329)</u>
Total net position deficit	<u><u>\$ (26,066,299)</u></u>

*See accompanying notes to the basic financial statements.*



**NINETEENTH JUDICIAL DISTRICT COURT -  
JUDICIAL EXPENSE FUND  
STATEMENT OF ACTIVITIES**

*Year ended June 30, 2023*

Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net Revenue (Expense)
Governmental activities:					
District Court	\$ 5,630,454	\$ 1,905,483	\$ 5,362,719	\$ -	\$ 1,637,748
Commissioners'	374,538	-	439,403	-	64,865
Total governmental activities	<u>\$ 6,004,992</u>	<u>\$ 1,905,483</u>	<u>\$ 5,802,122</u>	<u>\$ -</u>	<u>1,702,613</u>
General revenues:					
Interest					12
Other					<u>3,459</u>
Total general revenues					<u>3,471</u>
Change in net position					1,706,084
Net position deficit - beginning of year					<u>(27,772,383)</u>
Net position deficit - end of year					<u><u>\$ (26,066,299)</u></u>

*See accompanying notes to the basic financial statements.*

# NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND

## BALANCE SHEET

### GOVERNMENTAL FUNDS

June 30, 2023

	General Fund	Commissioners' Fund	Other Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash, including time deposits	\$ 3,571,106	\$ 264,274	\$ -	\$ 3,835,380
Accounts receivable	95,569	-	-	95,569
Receivable from other governments	79,531	-	-	79,531
Due from other funds	198,117	4,143	683,693	885,953
Total assets and other debits	<u>3,944,323</u>	<u>268,417</u>	<u>683,693</u>	<u>4,896,433</u>
<b>LIABILITIES</b>				
Accounts payable	82,619	5,891	-	88,510
Payroll Withholdings & payable	202,307	8,121	-	210,428
Due to other funds	683,693	198,117	4,143	885,953
Deferred Revenue	65,607	-	-	65,607
Accrued compensated absences	48,788	-	-	48,788
Total liabilities	<u>1,083,014</u>	<u>212,129</u>	<u>4,143</u>	<u>1,299,286</u>
<b>FUND BALANCES</b>				
Restricted:				
Special Revenue Funds	-	56,288	679,550	735,838
Unassigned	2,861,309	-	-	2,861,309
Total fund balances	<u>2,861,309</u>	<u>56,288</u>	<u>679,550</u>	<u>3,597,147</u>
Total liabilities and fund balances	<u>\$ 3,944,323</u>	<u>\$ 268,417</u>	<u>\$ 683,693</u>	<u>\$ 4,896,433</u>

See accompanying notes to the basic financial statements.

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE**  
**TO NET POSITION OF GOVERNMENTAL ACTIVITIES**

*June 30, 2023*

Total governmental fund balances		\$ 3,597,147
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		18,192
Receivables that are not available to pay current period expenditures and therefore are not reported in the funds.		(32,225)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds		
Accrued compensated absences	(587,398)	
Deferred outflow of resources - related other post retirement benefits	265,606	
Other post retirement benefits	(13,167,043)	
Deferred inflow of resources - related other post retirement benefits	(3,956,392)	<u>(17,445,227)</u>
Net pension obligation balances in accordance with GASB 68		
Deferred outflow of resources - deferred pension contributions	1,889,270	
Net pension liability	(13,165,873)	
Deferred inflow of resources - related to net pension liability	(927,583)	<u>(12,204,186)</u>
Net position of governmental activities		<u>\$ (26,066,299)</u>

*See accompanying notes to the basic financial statements.*

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
*Year ended June 30, 2023*

	General Fund	Commissioners' Fund	Other Funds	Total Governmental Funds
<b>REVENUES</b>				
Fees and fines	\$ 1,694,676	\$ -	\$ 69,148	\$ 1,763,824
Intergovernmental	5,362,719	439,403	-	5,802,122
Charges for services	173,884	-	-	173,884
Interest	12	-	-	12
Other	3,459	-	-	3,459
Total revenues	<u>7,234,750</u>	<u>439,403</u>	<u>69,148</u>	<u>7,743,301</u>
<b>EXPENDITURES</b>				
Current operations:				
District Court	5,835,447	-	-	5,835,447
Commissioners'	-	373,877	-	373,877
Capital expenditures	-	-	-	-
Total expenditures	<u>5,835,447</u>	<u>373,877</u>	<u>-</u>	<u>6,209,324</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,399,303</u>	<u>65,526</u>	<u>69,148</u>	<u>1,533,977</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	69,148	-	-	69,148
Operating transfers out	-	-	(69,148)	(69,148)
	<u>69,148</u>	<u>-</u>	<u>(69,148)</u>	<u>-</u>
<b>EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EX- PENDITURES AND OTHER USES</b>	<u>1,468,451</u>	<u>65,526</u>	<u>-</u>	<u>1,533,977</u>
Fund balances - beginning of year	<u>1,392,858</u>	<u>(9,238)</u>	<u>679,550</u>	<u>2,063,170</u>
Fund balances - end of year	<u>\$ 2,861,309</u>	<u>\$ 56,288</u>	<u>\$ 679,550</u>	<u>\$ 3,597,147</u>

*See accompanying notes to the basic financial statements.*

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**RECONCILIATION OF THE STATEMENT OF REVENUES,**  
**EXPENDITURES AND CHANGES IN FUND BALANCES OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
*Year ended June 30, 2023*

Net change in fund balances - total governmental funds		\$ 1,533,977
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures, however, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.		(10,450)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds.		(32,226)
Expenses reported in the statement of activities in the current period and reported as expenditures of governmental funds in the previous period.		3,017
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Compensated absences	44,264	
Net post employment benefit obligation	1,968,251	<u>2,012,515</u>
Change in net position liability and deferred inflows and outflows in accordance with GASB 68		<u>(1,800,749)</u>
Change in net assets of governmental activities		<u>\$ 1,706,084</u>

*See accompanying notes to the basic financial statements.*



**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**STATEMENT OF FIDUCIARY NET ASSETS**

*June 30, 2023*

	Agency Fund
<b>ASSETS</b>	
Due from other governments	9,865
Total assets and other debits	\$ 9,865
<b>LIABILITIES</b>	
Due to other governments	9,865
Total liabilities	\$ 9,865

*See accompanying notes to the basic financial statements.*

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Nineteenth Judicial District Court Judicial Expense Fund (Judicial Expense Fund) (JEF) was created to account for the operations of the Nineteenth Judicial District Court.

*Financial reporting entity*

The Nineteenth Judicial District Court Expense Fund was established by a legislative act effective June 30, 1969. The act provides for the collection of fees in the form of court costs and fines, and provides for court reporters and such secretarial, clerical, research, administrative or other personnel as are deemed necessary to expedite the business and functions of the court. The Fund may also be used to pay for establishing and maintaining a law library, equipment, supplies and any other costs or expenses related to the proper administration of the court, except for the payment of judges' salaries.

The offices of Commissioner of the Nineteenth Judicial District Court were created by legislative act that provides for the appointment of two commissioners whose duties are assigned by the Chief Judge. These duties include hearing and making recommendations on criminal and civil proceedings arising out of the incarceration of state prisoners. The State of Louisiana appropriates funds for equipment, supplies, and the salaries and related benefits for employees of the Commissioners.

As the governing authority of the consolidated government, the City of Baton Rouge, Parish of East Baton Rouge (City-Parish) is the financial reporting entity for the consolidated government. The financial reporting entity consists of the primary government (City-Parish) and includes all component units of which the City-Parish appoints a voting majority of the units' board; the City-Parish is either able to impose its will on the unit or a financial benefit or burden relationship exists.

The Judicial Expense Fund is part of the operations of the district court system that is fiscally dependent on the City-Parish. The City-Parish provides directly to the court office space, courtrooms, personal services, and other supplies and services. The nature of the relationship between the Judicial Expense Fund and the district court and the City-Parish is significant. Therefore, the Judicial Expense Fund was determined to be a component unit of the City of Baton Rouge, Parish of East Baton Rouge, the financial reporting entity. The accompanying financial statements present information only on the Judicial Expense Fund maintained by the Nineteenth Judicial District Court and do not present any other information on the District Court, or the City-Parish, the general government services provided by that governmental unit, or on the other governmental units that comprise the financial reporting entity.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Basis of presentation*

The Judicial Expense Fund's basic financial statements consist of the government-wide statements of the primary government and the fund financial statements. The accompanying financial statements of the 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 more significant accounting policies of the JEF are described below.

*Government-wide financial statements* – The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity, except for the fiduciary fund described below. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

*Fund financial statements* – The financial transactions of the Judicial Expense Fund are reported in individual funds in the fund financial statements. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures.

The Judicial Expense Fund uses the governmental fund type. The focus of the governmental funds' measurement is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The funds of the Judicial Expense Fund are described as follows:

*General fund* - The general fund is the general operating fund and accounts for all activities of the Judicial Expense Fund except those required to be accounted for in another fund.

*Special revenue funds* - Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditures for specified purposes.

*Fiduciary fund (agency fund)* – The agency fund accounts for assets held by the Judicial Expense Fund in a purely trustee or custodial capacity. Therefore, the assets are not available to support the Judicial Expense Fund's activities.

*Measurement focus and basis of accounting*

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement focus* – The government-wide financial statements are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, and financial position. All assets and liabilities (whether current or non-current) associated with their activities are reported. All governmental funds utilize a current financial resources measurement focus in the fund financial statements. Only current financial assets and liabilities are generally included on the balance sheet. Operating statements present sources and uses of available spendable financial resources during a given period. The fund balance is the measure of available spendable financial resources at the end of the period.

*Basis of accounting* - The government-wide financial statements are presented using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred or economic assets are used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; both measurable and available. Measurable means the amount of the transaction can be determined, and available means collectible within the current period or within 60 days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

*Financial statement amounts*

*Cash, including time deposits* – Cash, including time deposits includes all demand deposits, savings accounts, money market accounts and certificates of deposit of the Judicial Expense Fund.

*Interfund receivables and payables*

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as “due to and from other funds.” Interfund receivables and payables are eliminated in the Statement of Net Position. Details of interfund receivables and payables at year end are found in Note J.

*Receivables*

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for governmental activities include amounts due from the Clerk of Court and attorneys for transcript charges.

Receivables are included in the fund financial statements if they are both measurable and available. Revenues are recorded when earned only if paid within 60 days since they would be considered both measurable and available.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Capital Assets*

In the government-wide financial statements, capital assets purchased or acquired with an original cost of \$2,000 or more are reported at historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repair and maintenance are expensed as incurred. Depreciation on all assets is computed on the straight-line basis over the following estimated useful lives:

Computer equipment, including software	5 – 10 years
Other office equipment	5 – 10 years
Furniture and fixtures	10 – 20 years
Office renovations	10 – 20 years

In the fund financial statements, fixed assets are accounted for as capital outlay expenditures of the fund upon acquisition. Capital assets reported herein include only those assets purchased by the Judicial Expense Fund and do not reflect assets of the court obtained from other sources.

*Deferred Outflows of Resources*

The Judicial Expense Fund reports decreases in net assets that relate to future periods as deferred outflows of resources in a separate section of its government wide statement of net position. Deferred outflows of resources reported in this year's financial statements include a deferred outflow of resources for contributions made to the City's defined benefit pension and OPEB plans between the measurement date of the net pension liabilities from those plans and the end of the fiscal year. Deferred outflows for pension and OPEB contributions will be recognized in subsequent fiscal years. No deferred outflow of resources effect the governmental funds financial statements in the current year.

*Deferred Inflows of Resources*

The Judicial Expense Fund's statements of net position and its governmental fund balance sheet report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net assets that applies to future periods. Deferred inflows of resources are reported in the statement of net position for actual pension or OPEB plan investment earnings in excess of the expected amounts included in determining pension expense.

*Revenues*

Substantially all government fund revenues are accrued. Those revenues include filing and license fees, fines, and court costs collected by other agencies and remitted to the Judicial Expense Fund in the following month, as well as amounts due under appropriations and grant contracts, interest and dividend revenue, transcript charges to attorneys, and drug enforcement forfeitures collected by the District Attorney and paid annually or upon request. As a grant recipient, grant receivables and revenue are recognized when the applicable eligibility requirements, including time requirements, are met. Resources received before the eligibility requirements are met are reported as deferred revenue.



**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Expenditures*

Expenditures are recognized when the related fund liability is incurred.

*Compensated absences*

The annual and sick leave plan adopted by the JEF allows a maximum accumulation of 60 days of vacation leave. Certain employees hired before the current annual and sick leave plan was adopted can accumulate more than the 60-day maximum allowed under the current plan. Upon termination, employees are paid for the unused vacation leave. Sick leave is allowed to accrue and accumulate, however, such sick leave benefits are payable only upon absence from work for medical reasons. Upon termination, accumulated sick leave lapses, and no payments are made for the unused accumulations.

Certain employees of District Court may accrue up to 34.25 days of compensatory time in lieu of overtime payment. The Judicial Expense Fund pays compensatory leave up to the maximum accrual amounts upon termination, resignation, retirement or death. Whenever an employee exceeds the maximum accrual amounts, the excess is paid to the employee during the following month.

GASB Statement No. 16, *Accounting for Compensated Absences*, requires governments to accrue compensated absences only to the extent it is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement. The Judicial Expense Fund records a liability for 100% of the accrued vacation and compensatory time for each employee up to the respective maximums at the employees' current rate of pay. Additionally, applicable social security and Medicare costs are added to the accrued leave as computed above.

GASB Statement No. 16 requires the accrual for sick leave if it is probable that the employer will compensate the employees for the benefits through cash payments conditioned on the employees' termination or retirement. Since the amount of accumulated sick leave lapses upon termination, no amount has been accrued.

The amounts shown in the accompanying financial statements for accrued compensated absences represent the liability for all employees of the District Court except the judges and the commissioners.

The non-current portion (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide presentations.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Deferred compensation*

Certain employees of the Nineteenth Judicial District Court participate in the Court's Deferred Compensation Plan or the State of Louisiana Deferred Compensation Plan. These plans were adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plans are included in the separately issued audit reports for the Plans. The Nineteenth Judicial District Court Plan audit report is available from the plan's administrator, Nationwide Retirement Solutions, and the State of Louisiana Deferred Compensation Plan is available from the State of Louisiana.

*Interfund transfers*

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. All transfers between individual governmental funds have been eliminated on the statement of activities.

*Accounting estimates*

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

*Government-wide Net Position*

Government-wide net positions are divided into three components:

- Net investment in capital assets-consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets.
- Restricted net position – consists of assets that are restricted by the JEF's creditors, grantors or any other contributions.
- Unrestricted – all other net position is reported in this category.

*Fund Balances*

Fund balances of the governmental funds are classified as follows:

*Restricted* – amounts that can be spent only for specific purposes under enabling legislation.

*Unassigned* – all other spendable amounts.

When both restricted and unrestricted resources are available for use, it is the Court's policy to use restricted resources first, then unrestricted resources as they are needed.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Pension Plans*

The JEF is a participating employer in three defined benefit pension plans (plans) as described in Note H. 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 each of the plans, and additions to/deductions from each plans' fiduciary net position have been determined on the same basis as they are reported by each of the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within each plan.

*Other Postemployment Benefits*

For purposes of measuring the net OPEB liability, net pension asset, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, information about the fiduciary net position of the OPEB plan, as described in Note I, and additions to/deductions from the OPEB plans fiduciary net position have been determined on the same basis as they have been reported by the OPEB plans. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms in accordance with GASB 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pension Plans*.

**B: CASH AND INVESTMENTS**

Cash includes amounts in demand deposits and time deposits. Under state law, the Judicial Expense Fund may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

At June 30, 2023, the Judicial Expense Fund had cash (book balances) as follows:

Interest bearing demand deposits	\$	748,496
Non-interest bearing demand deposits		<u>3,086,884</u>
	\$	<u><u>\$3,835,380</u></u>

These deposits are stated at cost, which approximates fair market value. 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 pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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. The pledged securities are considered collateralized (Category 2) under the provisions of GASB Statement 3, which imposes a requirement that the 19<sup>th</sup> JDC has a right to demand delivery of all eligible collateral from the custodian immediately for public or private sale. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**B: CASH AND INVESTMENTS (CONTINUED)**

bank to advertise and sell the pledged securities within 10 days of being notified by the Judicial Expense Fund that the fiscal agent has failed to pay deposited funds upon demand.

Custodial credit risk is the risk that in the event of a bank failure, the Judicial Expense Fund's deposits may not be returned to it. The Judicial Expense Fund does not have a deposit policy for custodial credit risk. As of June 30, 2023, \$253,825 of the Judicial Expense Fund's bank balance of \$3,901,877 was exposed to custodial credit risk as follows:

Uninsured collateral held by third	
party custodian not in 19 <sup>th</sup> JDC name	<u>\$253,825</u>

**C: INTERGOVERNMENTAL RECEIVABLES/PAYABLES**

Intergovernmental receivables due at June 30, 2023 are as follows:

General Fund

Due from East Baton Rouge Parish Sheriff	\$	77,341
Due to Department of Public Safety		975
Due from Building Commission		<u>1,215</u>
	<b>\$</b>	<u><b>79,531</b></u>

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**D: CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2023, is as follows:

	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023
Computer equipment, including software	\$ 205,548	\$ -	\$ -	\$ 205,548
Other office equipment	97,198	-	-	97,198
Furniture and fixtures	38,503	-	-	38,503
Office renovations	3,964	-	-	3,964
Totals at historical cost	<u>345,213</u>	<u>-</u>	<u>-</u>	<u>345,213</u>
Less accumulated depreciation				
Computer equipment, including software	193,582	6,395	-	199,977
Other office equipment	90,195	2,782	-	92,977
Furniture and fixtures	28,830	1,273	-	30,103
Office renovations	3,964	-	-	3,964
Totals at historical cost	<u>316,571</u>	<u>10,450</u>	<u>-</u>	<u>327,021</u>
Capital assets, net	<u>\$ 28,642</u>	<u>\$ (10,450)</u>	<u>\$ -</u>	<u>\$ 18,192</u>

Depreciation expense was charged to governmental activities as follows:

District Court	\$ 9,789
Commissioners'	661
	<u>\$ 10,450</u>

**E: DEFERRED REVENUE**

The JEF receives requests for transcripts from the 19<sup>th</sup> Judicial District Court. Once the requests are received, the JEF collects an estimated cost for creating the transcripts. When the transcripts are created, the requestor is billed for the total cost or may request a refund for any estimate paid in excess of the cost. The total amount of deferred revenue related to these payments at June 30, 2023, was \$65,607.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**F: LONG-TERM DEBT**

The following is a summary of changes in long-term debt for the year ended June 30, 2023:

	Balance June 30, 2022	Additions	Deductions	Balance June 30, 2023	Amounts Due within One Year
Accrued Compensated					
Absences	\$ 680,449	\$ 58,633	\$ 102,896	\$ 636,186	\$ 48,788
Other post employment benefit obligation	15,135,294	365,906	2,334,157	13,167,043	
Net pension liability	10,124,597	3,041,276	-	13,165,873	
Total Governmental Activities:	<u>\$ 25,940,340</u>	<u>\$ 3,465,815</u>	<u>\$ 2,437,053</u>	<u>\$ 26,969,102</u>	<u>\$ 48,788</u>

**G: SALARY EXPENDITURES**

The Judicial Expense Fund administers the payroll for all District Court employees excluding the judges and the commissioners. The Parish of East Baton Rouge reimburses the fund for those salaries disbursed by the fund but appropriated in the City-Parish budget.

**H: PENSION PLANS**

The JEF is a participating employer in three cost-sharing, multiple-employer defined benefit pension plans administered by three public employee retirement systems, the Louisiana Clerks' of Court Retirement and Relief Fund (COC), the Louisiana School Employees' Retirement System (LSERS) and the Louisiana State Employees' Retirement System (LASERS). Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of these plans to the State Legislature. Each system is administered by a separate board of trustees and all Systems are component units of the State of Louisiana.

Each of the Systems issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. These reports may be obtained by writing, calling or downloading the reports as follows:

COC:  
10202 Jefferson Highway  
Building A  
Baton Rouge, Louisiana 70809  
(225) 293-1162  
[www.laclerksofcourt.org](http://www.laclerksofcourt.org)

LSERS:  
8660 United Plaza Blvd.  
Baton Rouge, LA 70804  
(225) 925-6484  
[www.lasers.net](http://www.lasers.net)

LASERS  
8401 United Plaza Blvd.  
P. O. Box 44213  
Baton Rouge, Louisiana 70804-4213  
(225) 925-0185  
[www.lasersonline.org](http://www.lasersonline.org)

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

Effective July 1, 2014, the JEF implemented the provisions of Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB 68. These standards require the JEF to record its proportional share of each of the pension plans' Net Pension Liability and report the following disclosures:

**Plan Descriptions:**

**Louisiana Clerks' of Court Retirement and Relief Fund (COC)**

The Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1501 for eligible employees of the clerk of the supreme court, each of the district courts, each of the courts of appeal, each of the city and traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the Fund, the Louisiana Clerks' of Court Association, the Louisiana Clerks' of Court Retirement and Relief Fund, the Louisiana Clerks of Court Insurance Fund are required to become members of the system during service as such.

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of fifty-five years or more and terminating employment. Regular retirement benefits, payable monthly for life, equal  $3\frac{1}{3}\%$  of the member's average final compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. Monthly average final compensation is based on the highest compensated thirty-six consecutive months, with a limit of increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated sixty consecutive months with a limit of 10% increase in each of the last six years of measurement.

Act 273 of the 2010 regular session applied the sixty consecutive months to all members. This Act has a transition period for those members who retire on or after January 1, 2011, and before December 31, 2012. Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with an accrual rate of 3% for all members hired on or after January 1, 2011.

A member leaving covered employment before attaining early retirement age but after completing twelve years' credited service becomes eligible for a deferred allowance provided the member lives to the minimum service retirement age and does not withdraw his or her accumulated contributions.

**Louisiana School Employees' Retirement System (LSERS)**

The Louisiana School Employees' Retirement System (LSERS) is the administrator of a cost-sharing multiple-employer defined benefit pension plan. The plan provides retirement, disability, and survivor benefits to school employees as defined in LRS 11:1001. Eligibility for retirement benefits and the calculation of retirement benefits are provided for in LRS 11:1141-1153.



**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

Members who joined the system on or before June 30, 2010, are eligible for regular retirement benefits upon attaining 30 years of service at any age, 25 years of service and age 55, 20 years of service regardless of age with an actuarially reduced benefit, or 10 years of service and age 60. Members who joined the system after June 30, 2010, are eligible for regular retirement upon attaining at least 5 years of service and age 60 or 20 years of service regardless of age with an actuarially reduced benefit.

For members employed prior to July 1, 2006, the maximum retirement benefit is equal to  $3\frac{1}{3}\%$  of the average compensation for the three highest consecutive years of service (five highest consecutive years for members employed between July 1, 2006 and June 30, 2010), subject to a 10% salary limitation, multiplied by the number of years of service limited to 100% of final average compensation plus a supplementary allowance of \$2 per month for each year of service. For members employed on or after July 1, 2010, the maximum retirement benefit is equal to  $2\frac{1}{2}\%$  of the average compensation for the five highest consecutive years of service, subject to a 15% salary limitation, multiplied by the number of years of service limited to 100% of final average compensation plus a supplementary allowance of \$2 per month for each year of service.

Members of the System may elect to participate in the Deferred Retirement Option Plan, (DROP) and defer the receipt of benefits. The election may be made only one time and the duration is limited to three years. Once an option has been selected, no change is permitted.

Upon the effective date of the commencement of participation in the DROP Plan, active membership in the regular retirement plan of the System terminates. Average compensation and creditable service remains as they existed on the effective date of commencement of participation in the System. The monthly retirement benefits, that would have been payable had the person elected to cease employment and receive a service retirement allowance, are paid into the Deferred Retirement Option Plan Fund Account. The System maintains sub accounts within this account reflecting the credits attributed to each participant in the DROP program. Interest credited and payments from the DROP account are made in accordance with Louisiana Revised Statutes 11:1152(F)(3). Upon termination of participation in both the DROP program and employment, a participant may receive his DROP monies either in a lump sum payment from the account or systematic disbursements. The System also provides for deferred benefits for vested members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable.

Members are eligible to retire and receive disability benefits if the member has attained at least 5 years of creditable service (10 years of creditable service if employed on or after July 1, 2006), if the member is not eligible for regular retirement and has become totally and permanently disabled. Disability benefits are equal to  $2\frac{1}{2}\%$  of average compensation multiplied by years of creditable service, but not less than  $33\frac{1}{3}\%$  of average compensation for members employed prior to July 1.



**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

2006 and 3% of average compensation multiplied by years of creditable service for members employed between July 1, 2006, and June 30, 2010. For those employed on or after July 1, 2010, disability benefits are equivalent to the regular retirement formula without reduction by reason of age. Pursuant to LRS 11:1151, survivor benefits of up to 75% of the members salary are available for surviving spouses and minor children of members with at least five years of service.

**Louisiana State Employees' Retirement System (LASERS)**

The Louisiana State Employees' Retirement System (LASERS) is the administrator of a cost-sharing multiple-employer defined benefit pension plan to provide retirement, disability, and survivor's benefits to eligible state employees and their beneficiaries as defined in LRS 11:401-414. The age and years of creditable service required for a member to receive retirement benefits are established by LRS 11:441 and vary depending on the member's hire date, employer and job classification. The substantial majority of members may retire with full benefits at any age upon completing 30 years of creditable service and at age 60 upon completing 10 years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit. The computation of retirement benefits is provided for in LRS 11:444. The basic annual retirement benefit for members is equal to a percentage (between 2.5% and 3.5%) of average compensation multiplied by the number of years of creditable service.

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 the System'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 the System'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.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

Eligibility requirements and benefit computations for disability benefits are provided for in LRS 11:461. All members with ten or more years of creditable service or members aged 60 or older regardless of date of hire who become disabled may receive a maximum disability benefit equivalent to the regular retirement formula without reduction by reason of age. Hazardous duty personnel who become disabled in the line of duty will receive a disability benefit equal to 75% of final average compensation.

Provisions for survivor's benefits are provided for in LRS 11:471-478. Under these statutes, the deceased member 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 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 minimum service 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.

**Funding Policy**

Under Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974, the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee (PRSAC).

Contributions to the plans are required and determined by State statute (which may be amended) and are expressed as a percentage of the covered payroll.

The contribution rates in effect for the year ended June 30, 2022, for the JEF and covered employees were as follows:

	JEF	Employees
Louisiana Clerks' of Court Retirement and Relief Fund (COC)	22.25%	8.25%
School Employees' Retirement System (LSERS)	28.70%	8.00%
State Employees' Retirement System (LASERS)	40.4%	7.50% - 8.00%

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

The contributions made to the Systems for the past three fiscal years, which equaled the required contributions for each of these years, were as follows:

	2023	2022	2021
Louisiana Clerks' of Court Retirement and Relief Fund (COC)	\$ 243,077	\$ 332,641	\$ 330,704
School Employees' Retirement System (LSERS)	-	15,572	14,240
State Employees' Retirement System (LASERS)	\$ 1,198,138	\$ 1,308,850	\$ 774,475

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

The following schedule lists the JEF's proportionate share of the Net Pension Liability allocated by each of the pension plans based on the June 30, 2022, measurement date. The JEF uses this measurement to record its Net Pension Liability and associated amounts as of June 30, 2023, in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used at June 30, 2022, along with the change compared to the June 30, 2021, rate. The JEF's proportion of the Net Pension Liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

	Net Pension Liability at June 30, 2022	Rate at June 30, 2022	Increase (Decrease) on June 30, 2021 Rate
Louisiana Clerks' of Court Retirement and Relief Fund (COC)	\$ 2,851,580	1.1765%	-0.3485%
School Employees' Retirement System (LSERS)	84,980	0.0128%	-0.0012%
State Employees' Retirement System (LASERS)	10,229,313	0.1353%	-0.0106%
	<u>\$ 13,165,873</u>		

The following schedule list each pension plan's recognized pension expense plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions by the JEF for the year ended June 30, 2023:

	Pension Expense	Amortization	Total
Louisiana Clerks' of Court Retirement and Relief Fund (COC)	\$ 146,238	\$ (393,343)	\$ (247,105)
School Employees' Retirement System (LSERS)	8,983	(2,572)	6,411
State Employees' Retirement System (LASERS)	1,162,840	27,897	1,190,737
	<u>\$ 1,318,061</u>	<u>\$ (368,018)</u>	<u>\$ 950,043</u>

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

At June 30, 2023, the JEF 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
Difference between expected and actual experience	\$ 56,946	\$ 25,921
Changes in assumptions	398,306	-
Net difference between projected and actual earnings on pension plan investments	1,434,018	(2,189)
Changes in proportion and difference between Employer contributions and proportionate share of contributions	-	903,851
	<u>\$ 1,889,270</u>	<u>\$ 927,583</u>

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Louisiana Clerks' of Court Retirement and Relief Fund (COC)	\$ 846,378	\$ 935,057
School Employees' Retirement System (LSERS)	5,077	(7,474)
State Employees' Retirement System (LASERS)	1,037,815	-
	<u>\$ 1,889,270</u>	<u>\$ 927,583</u>

The JEF reported a total of \$1,889,270 as deferred outflows of resources related to pension contributions to be made subsequent to the measurement period of June 30, 2022, which will be recognized as a reduction in Net Pension Liability in the year ended June 30, 2024. The following schedule lists the pension contributions made subsequent to the measurement period for each pension plan:

	Subsequent Contributions
Louisiana Clerks' of Court Retirement and Relief Fund (COC)	\$ 179,567
School Employees' Retirement System (LSERS)	-
State Employees' Retirement System (LASERS)	910,773
	<u>\$ 1,090,340</u>

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

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

Year	COC	LSERS	LASERS	Total
2024	\$ (67,418)	\$ 488	\$ 511,082	\$ 444,152
2025	(60,157)	(2,201)	170,247	107,889
2026	(143,443)	(4,913)	(208,349)	(356,705)
2027	182,339	4,229	564,834	751,402
	<u>\$ (88,679)</u>	<u>\$ (2,397)</u>	<u>\$ 1,037,814</u>	<u>\$ 946,738</u>

**Actuarial Assumptions**

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

**Clerks' of Court (COC)**

<b>Valuation Date</b>	June 30, 2022
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	5 years
<b>Investment Rate of Return</b>	6.55%, net of investment expenses
<b>Inflation Rate</b>	2.4% per annum
<b>Mortality</b>	Mortality rates based on Pub-2010 Public Retirement Plans multiplied by 120%. Mortality Tale with full generational projection using the appropriate MP-2019 improvement scale.
<b>Termination, Disability, and Retirement</b>	Termination, disability, and retirement assumptions were projected based on a five-year (2009-2014) experience study of the Systems' members.
<b>Salary Increases</b>	6.2% 1-5 years of service 5% after 5 years
<b>Cost-of-Living Adjustments</b>	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantially automatic.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

**LSERS**

<b>Valuation Date</b>	June 30, 2022
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	3 years
<b>Investment Rate of Return</b>	6.8%, per annum
<b>Inflation Rate</b>	2.5%, per annum
<b>Mortality</b>	Mortality rates based on the RP-2014 Healthy Annuitant Table, RP-2014 Sex Distinct Mortality Table, RP-2014 Sex Distinct Employee Table.
<b>Termination, Disability, and Retirement</b>	Termination, disability, and retirement assumptions were projected based on a five-year (2012-2017) experience study of the Systems' members.
<b>Salary Increases</b>	3.25% based on 2018 experience study (for period 2013-2017) of System members
<b>Cost-of-Living Adjustments</b>	Cost of living raises may be granted from the Experience Account provided there are sufficient funds needed to offset the increase in the actuarial liability and the plan has met the criteria and eligibility requirements outlined in ACT 399 of 2014.

**NINETEENTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023**

**H: PENSION PLANS (Continued)**

**LASERS**

<b>Valuation Date</b>	June 30, 2022
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	2 years
<b>Investment Rate of Return</b>	7.25% per annum, net of investment expenses
<b>Inflation Rate</b>	2.3%, per annum
<b>Mortality</b>	<i>Non-disabled members</i> – The RP-2014 Blue Collar (males/females) and White Collar (females) Health Annuitant Tables projected on a fully generational basis by Mortality Improvements Scale MP-2018. <i>Disabled members</i> – Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.
<b>Termination, Disability, and Retirement</b>	Termination, disability, and retirement assumptions were projected based on a five-year (2014-2018) experience study of the System's members.
<b>Salary Increases</b>	Salary increases were projected based on the 2014-2018 experience study of the System's members. The salary increase ranges for specific types of members are:

<b>Member Type</b>	<b>Lower Range</b>	<b>Upper Range</b>
Regular	3.00%	12.80%
Judges	2.60%	5.10%
Corrections	3.60%	13.80%
Hazardous Duty	3.60%	13.80%
Wildlife	3.60%	13.80%

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

**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 following schedule list the methods used by each of the retirement systems in determining the long-term rate of return on pension plan investments:

Clerks' of Court	LSERS	LASERS
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 expenses 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 of 2.3% and an adjustment for the effect of rebalancing/diversification. The long term expected rate of return was 8.34% for the year ended June 30, 2022.	The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates 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 rates 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. The long term expected rate of return was 6.8% for the year ended June 30, 2022.	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 rate of 2.3% and an adjustment for the effect of rebalancing/diversification. The long term expected rate of return was 8.17% for the year ended June 30, 2022.

The following table provides a summary of the best estimates of arithmetic/geometric real rates of return for each major asset class included in each of the Retirement Systems target asset allocations as of June 30, 2022:

Asset Class	Target Allocation			Long-Term Expected Real Rate of Return		
	COC	LSERS	LASERS	COC	LSERS	LASERS
Cash						0.39%
Fixed Income	25.0%	26.0%	20.0%	3.00%	0.73%	3.26%
Equity	60.0%	39.0%	54.0%	8.00%	2.67%	5.17%
Alternatives	0.0%	23.0%	26.0%	0.00%	1.85%	8.30%
Real Assets	15.0%	12.0%	0.0%	4.50%	0.62%	0.00%
Total	100.0%	100.0%	100.0%			



**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**H: PENSION PLANS (Continued)**

**Discount Rate**

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, each of 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. The discount rate used to measure the total pension liability for COC, LSERS and LASERS was 6.55%, 6.8% and 7.25%, respectively for the year ended June 30, 2023.

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the JEF's proportionate share of the Net Pension Liability (NPL) using the discount rate of each Retirement System as well as what the JEF's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Clerks' of Court			
Rates	5.550%	6.550%	7.550%
Court's Share of NPL	\$ 4,070,243	\$ 2,851,580	\$ 1,824,844
LSERS			
Rates	5.800%	6.800%	7.800%
Court's Share of NPL	\$ 118,841	\$ 84,980	\$ 56,039
LASERS			
Rates	6.250%	7.250%	8.250%
Court's Share of NPL	\$ 12,871,462	\$ 10,229,313	\$ 7,820,058

**Payables to the Pension Plan**

The JEF recorded accrued liabilities to each of the Retirement Systems for the year ended June 30, 2023, mainly due to the accrual for payroll at the end of each of the fiscal years. The amounts due are included in liabilities under the amounts reported as accounts, salaries and other payables. The balance due to each for the retirement systems at June 30, 2023, and 2022, is as follows:

	June 30, 2023	June 30, 2022
Clerks	\$ 30,510	\$ 38,659
LSERS	-	1,543
LASERS	84,454	168,214
	<u>\$ 114,964</u>	<u>\$ 208,416</u>

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**I: OTHER POST EMPLOYMENT BENEFITS**

The JEF is a component unit of the City-Parish and its employees participate in the City-Parish health benefits program. The City-Parish's other post-employment benefits plan (OPEB) is a single-employer defined benefit "substantive plan" as understood by past practices of the employer and its employees. Although no written plan or trust currently exists or is sanctioned by law, the OPEB plan is reported based on communications to plan members. For purposes of measuring the net OPEB liability, net pension asset, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, information about the fiduciary net position and additions to/deductions from the OPEB plans fiduciary net position have been determined on the same basis as they have been reported by the OPEB plans.

Retirees may continue their coverage under the City-Parish's health plans in accordance with Parish Resolution 10179 adopted by the Parish Council on December 13, 1972 and amended by Metropolitan Council Resolution 42912 adopted November 12, 2003. Based on current practices, upon retirement, a totally vested employee may continue his coverage paying the same premiums and receiving the same benefits as active employees.

If the participant meets the criteria for retirement, the government pays the following percentages of scheduled premiums:

<u>Years of Service</u>	<u>Vested Percentage</u>
Fewer than 10	25%
10 – 15 years	50%
15 – 20 years	75%
Over 20 years	100%

*Funding policy*

The contribution requirements of the employees/retirees and the City-Parish and participating City-Parish employers are established in the annual City-Parish operating budget and may be amended in subsequent years. During 2018, the dental plan was funded with employees and retirees contributing 48% of the dental premium and the City-Parish contributing 52% of the dental premiums. The government's health plan is a self-insured program with a third-party administrator. During 2018, employees and retirees contributed 8% - 38% of the annually adopted premium base, dependent on the type of coverage chosen and the number of family members covered. The government contributed the corresponding 62% - 92% of the premium base. Effective January 1, 2003, the employer portion of pay-as-you-go OPEB insurance premiums are allocated over all employers and funds that participate in the OPEB plan.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**I: OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

*Funding status and funding progress*

As of December 31, 2022, the most recent actuarial valuation date, the plan was zero percent funded. The JEF's allocated portion of the actuarial accrued liability for benefits was approximately \$13,167,043 with no valued assets, resulting in an unfunded actuarial accrued liability (UAAL) of the same amount. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision and actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Funding progress for the most recent valuation date is as follows:

Actuarial Valuation Date	June 30, 2022
Actuarial Accrued Liability (AAL)	\$ 13,167,043
Actuarial Value of Plan Assets	-
Unfunded Actuarial Accrued Liability (UAAL)	\$ 13,167,043
Funded Ration (Actuarial Value of Assets/AAL)	0%
Covered Payroll (active plan members)	\$ 2,119,338
UAAL as a percentage of covered payroll	621%

*Total Collective OPEB Liability*

At June 30, 2023, the JEF reported a liability of \$13,167,043 for its proportionate share of the total collective OPEB liability. The JEF's proportionate share percentage is based on the employer's individual OPEB actuarial accrued liability in relation to the total OPEB actuarial accrued liability for all participating entities included in the City-Parish reporting entity. At June 30, 2023 the JEF's proportion was 1.25%.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**I: OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

The Total OPEB Liability as of December 31, 2022, was determined by an actuarial valuation as of December 31, 2021, and rolled forward twelve months to December 31, 2022, using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

- Actuarial Cost Method- Entry Age Normal
- Inflation Rate- 2.5%
- Salary Increase Rate- 3.27% to 18.39%
- Discount Rate- 3.72%
- Mortality rates-
  - MPERS: PubS-2010(B) base tables multiplied by 115% for males and 125% for females, projected beyond 2010 using the Scale MP-2019 mortality improvement rates
  - CPERS: RP2006 Blue Collar base tables projected back to 2001 using the Scale MP-2018 mortality improvement rates and projected beyond 2016 using the Scale MP-2018 mortality improvement rates.
- Healthcare Cost Trend Rates - 6.00% for FY24 to FY29 decreasing 0.50% per year to an ultimate rate of 4.50% for FY32 and later years for Medical; 4.50% for FY24 and later years for Dental.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**I: OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

*OPEB Expense, Changes in Total Collective OPEB Liability, Deferred Inflows of Resources and Deferred Outflows of Resources*

Balance at June 30, 2022	\$ <u>15,135,294</u>
Changes for the year:	
Service cost	476,964
Interest	365,906
Effect of plan changes	-
Recognition of deferred outflows of resources:	
Recognition of economic/demographic gains or losses	(386,519)
Recognition of assumption changes or inputs	<u>(307,355)</u>
OPEB expense	148,996
Benefit payments	400,394
Deferred inflows of resources:	
Differences between expected and actual experience	(185,227)
Changes of proportion	<u>(2,332,414)</u>
Net changes	<u>(1,968,251)</u>
Balance at June 30, 2023	\$ <u><u>13,167,043</u></u>

*OPEB Expense, Changes in Total Collective OPEB Liability, Deferred Inflows of Resources and Deferred Outflows of Resources (Continued)*

For the year ended June 30, 2023 the JEF recognized OPEB expense of \$148,996. At June 30, 2023 the JEF reported deferred outflows and deferred inflows related to OPEB from the following sources:

	Deferred Outflows	Deferred Inflows
Changes of assumptions or other inputs	\$ 80.804	\$ 3,706,695
Changes in Proportion	-	-
Differences between expected and actual experience	<u>184.802</u>	<u>249.697</u>
Total	\$ <u>265.606</u>	\$ <u>3,956.392</u>

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**I: OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

Amounts currently reported as deferred outflows and inflows of resources related to OPEB will be recognized as OPEB expense as follows:

<u>Year Ended</u>	<u>Net Amount Recognized in OPEB Expense</u>
2024	\$ 1,669,151
2025	1,351,324
2026	670,312
	<u>\$ 3,390,787</u>

*Sensitivity of the proportionate share of the total collective OPEB liability to changes in the discount rate.*

The following presents the JEF's proportionate share of the total collective OPEB liability using the current discount rate as well as what the JEF's proportionate share of the total collecting OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
	<u>2.72%</u>	<u>3.72%</u>	<u>4.72%</u>
Proportionate Share of Total Collective OPEB Liability	<u>\$15,419,110</u>	<u>\$13,167,043</u>	<u>\$11,371,893</u>

*Sensitivity of the proportionate share of the total collective OPEB liability to changes in the healthcare cost trend rates.*

The following presents the JEF's proportionate share of the total collective OPEB liability using the current healthcare cost trend rates as well as what the JEF's proportionate share of the total collective OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current rates:

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**I: OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

		1% Decrease 3.0% increasing to 5.0%	Current Healthcare Cost Trend Rates 4.0% increasing to 6.0%	1% Increase 5.0% increasing to 6.0%
Proportionate Share of Total Collective OPEB Liability	\$	11,911,534	\$ 13,167,043	\$ 14,733,991

*Life insurance benefits*

In accordance with City Resolution 5942 and Parish Resolution 12478 adopted by the respective councils on April 14, 1976, all employees who retire after May 1, 1976, have \$5,000 of term life insurance coverage. The cost of this insurance is paid by the City-Parish through an actuarially determined monthly assessment of 70 cents per active employee. The premium is paid into an Insurance Continuance Fund Account.

The Judicial Expense Fund does not recognize expenditures for these life insurance benefits since they are provided by the City-Parish.

*Commissioners' Office Employees*

In addition to the pension benefits described in Note H, the State of Louisiana provides post-retirement health care benefits. LRS 42:821 through 42:880 establishes the self-insured and self-funded state employees group health care and life insurance program and authorizes the commissioners' office to provide certain continuing health care and life insurance benefits for its retired employees. Substantially all the commissioners' employees become eligible for those benefits if they reach normal retirement age while working for the Commissioners' office. Monthly premiums are paid jointly by the employees and the employer (from the Commissioners' office appropriation) for active employees' benefits regardless of whether benefits are provided by Group Benefits or one of the HMO's authorized by Group Benefits.

The Judicial Expense Fund does not recognize expenditures for these benefits since they will be included in the annual appropriation from the State of Louisiana.

**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**J: INTERFUND TRANSACTIONS**

The following is a summary of amounts due from and due to other funds at June 30, 2023:

	Due to:				
	General Fund	Commissioners' Fund	Indigent Transcript Fund	Drug Treatment Fund	Total
Due from:					
General Fund	\$ -	\$ -	\$ 677,478	\$ 6,215	\$ 683,693
Commissioner's Fund	198,117	-	-	-	198,117
Indigent Transcript Fund	-	4,143	-	-	4,143
	<u>\$ 198,117</u>	<u>\$ 4,143</u>	<u>\$ 677,478</u>	<u>\$ 6,215</u>	<u>\$ 885,953</u>

Outstanding balances between funds reported as “due to/due from other funds” includes charges by one fund to another for services and/or goods outstanding at year end and are expected to be settled within the next year.

The operating transfers in or out during the year ended June 30, 2023, are as follows:

Transfers from:	Transfers to:
	General Fund
Indigent transcript fund	\$ 69,148

Transfers are substantially for the purposes of subsidizing operating functions. Court reporters are paid from the general fund, and the indigent transcript fund reimburses the general fund whenever the transcript is categorized as “indigent.” Whenever expenditures for the Commissioners’ offices exceed the state appropriation, the general fund covers the excess.

**K: CONCENTRATIONS OF CREDIT AND OTHER RISKS**

Intergovernmental receivables represent amounts due from other East Baton Rouge Parish governmental agencies and the State of Louisiana. The majority of other receivables are due from Louisiana attorneys who practice before the court. Such receivables are not collateralized. Payment of these amounts is partly dependent upon the economic and financial conditions within East Baton Rouge Parish and the State of Louisiana.



**NINETEENTH JUDICIAL DISTRICT COURT**  
**JUDICIAL EXPENSE FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
*June 30, 2023*

**K: CONCENTRATIONS OF CREDIT AND OTHER RISKS (CONTINUED)**

Included in general fund intergovernmental revenue is an appropriation from the East Baton Rouge City – Parish for salaries and related employment taxes and benefits as well as for supplies and other services in the amount of \$5,088,232. The Drug Court program is funded through cost reimbursement funding in the amount of \$252,378 from the Louisiana Supreme Court. The Commissioner's fund is totally supported by an appropriation from the Louisiana Supreme Court in the amount of \$439,403. The Court is dependent upon continued funding from these entities.

**L: CONTINGENCIES**

The incorporation of the City of St. George will financially affect the City of Baton Rouge as well as the funding of the Court. The financial consequence of this incorporation is not fully known at the time of the release of this audit report.

**M: OPERATING LEASES**

The Judicial Expense Fund leases several copy machines from an outside vendor. The Fund also switched vendors as of September 2022. All of the leases are for a period of one year and end on September 30, 2024. The collective monthly lease amount is \$1,025. Rent charges for June 30, 2023, were \$15,542. The leases were renewed for a one-year period. Future minimum lease expense is \$12,300.

**N. NEW GASB STANDARD**

During the year, the Judicial Expense Fund implanted policies under GASB statement No. 96, *Subscription-Based Information Technology Arrangements*. The principal objective of this statement is to improve accounting and financial reporting for subscription-based information technology by government entities. Statement No. 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements for government end users. Under this statement, an entity should recognize a right of use subscription asset, an intangible asset, and a corresponding subscription liability. Under the practical expedient, the Commission did not have any subscription-based technology assets or liabilities to be recorded. The adoption of this statement did not materially impact the Fund's activities for the year ended June 30, 2023.

**O: SUBSEQUENT EVENTS**

In preparing these financial statements, the Judicial Expense Fund has evaluated events and transactions for potential recognition or disclosure through January 31, 2024, the date the financial statements were available to be issued.

## REQUIRED SUPPLEMENTARY INFORMATION

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**BUDGETARY COMPARISON SCHEDULE -**  
**GENERAL FUND, INDIGENT TRANSCRIPT FUND AND**  
**DRUG TREATMENT FUND**

*Year ended June 30, 2023*

	Budgeted Amounts	Actual Amounts (Budgetary Basis)	Variance with Final Budget - Positive (Negative)
Budgetary fund balance - July 1, 2022	\$ 2,072,408	\$ 2,072,408	\$ -
Resources (inflows):			
Fees and fines:			
Clerk of Court - civil and probate filing			
fees	170,927	212,880	41,953
East Baton Rouge Parish Sheriff:			
Court costs	610,172	69,242	(540,930)
Court defrayment costs	225	578,397	578,172
Bail bond forfeitures	205,488	212,786	7,298
Fines	606	1,969	1,363
Indigent transcript fees	65,977	73,506	7,529
Drug lab fees	105,290	114,035	8,745
East Baton Rouge District Attorney:			
Drug enforcement forfeitures	200,000	172,556	(27,444)
Bail bond license fees	300,632	319,323	18,691
Louisiana Department of Public Safety -			
License fees	4,000	13,488	9,488
Intergovernmental:			
Louisiana Supreme Court:			
Drug court appropriation	-	252,378	252,378
City of B.R./Parish of E.B.R.:			
Compensation and Benefits	5,285,864	5,088,232	(197,632)
Charges for services:			
Program fees	5,664	4,001	(1,663)
Transcript Fees	105,547	173,884	68,337
Drug Court Grant	55,000	13,750	(41,250)
Interest	300	12	(288)
Other	5,350	3,459	(1,891)
Total resources	7,121,042	7,303,898	182,856
Amounts available for appropriation	\$ 9,193,450	\$ 9,376,306	\$ 182,856

*Continued*

	Budgeted Amounts	Actual Amounts (Budgetary Basis)	Variance with Final Budget - Positive (Negative)
Charges to appropriations (outflows):			
District Court:			
Personal services:			
Salaries, payroll taxes and benefits	\$ 5,890,864	\$ 4,727,807	\$ (1,163,057)
Supplies:			
Office supplies	65,865	67,223	1,358
Computer supplies	44,142	2,821	(41,321)
Drug screen lab supplies/services	50,772	67,174	16,402
Dues and subscriptions	11,550	10,359	(1,191)
Other	165,385	66,042	(99,343)
Contractual services:			
Legal and other professional fees	146,702	142,142	(4,560)
Surety bonds/group insurance	33,789	23,856	(9,933)
Other contractual services	355,500	288,707	(66,793)
Travel, meetings and conferences	265,000	396,440	131,440
Equipment repair and maintenance	27,973	39,473	11,500
Equipment	8,500	3,403	(5,097)
Capital outlay	55,000	-	(55,000)
Total charges to appropriations	<u>7,121,042</u>	<u>5,835,447</u>	<u>(1,285,595)</u>
Budgetary fund balance - June 30, 2023	<u>\$ 2,072,408</u>	<u>\$ 3,540,859</u>	<u>\$ (1,102,739)</u>

## COMPENSATION FUND FOR JURORS IN CRIMINAL CASES

	Agency Fund		
Budgetary fund balance - July 1, 2022	\$ -	\$ -	\$ -
Resources (inflows):			
Criminal juror compensation	-	-	-
Charges to appropriations (outflows):			
Criminal juror compensation	-	-	-
Budgetary fund balance - June 30, 2023	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying note to budgetary comparison schedules.

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND  
BUDGETARY COMPARISON SCHEDULE - COMMISSIONERS' FUND**

*Year ended June 30, 2023*

	Budgeted Amounts	Actual Amounts (Budgetary Basis)	Variance with Final Budget - Positive (Negative)
Budgetary fund balance (deficit) - July 1, 2022	\$ (9,238)	\$ (9,238)	\$ -
Resources (inflows):			
Intergovernmental:			
State of Louisiana	439,403	439,403	-
Total resources	439,403	439,403	-
Amounts available for appropriation	430,165	430,165	-
Charges to appropriations (outflows):			
Commissioners':			
Personal services:			
Salaries, taxes and retirement	268,575	219,754	48,821
Group benefits:			
Group insurance	159,328	122,526	36,802
Supplies:			
Office supplies	7,584	6,367	1,217
Computer supplies	1,316	2,306	(990)
Contractual services:			
Legal and other professional fees	-	2,799	(2,799)
Travel, meetings and conferences	2,600	6,043	(3,443)
Legal research	-	14,082	(14,082)
Total charges to appropriations	439,403	373,877	65,526
Budgetary fund balance - June 30, 2023	\$ (9,238)	\$ 56,288	\$ 65,526

*See accompanying note to budgetary comparison schedules.*

**NINETEENTH JUDICIAL DISTRICT COURT -  
JUDICIAL EXPENSE FUND  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
ON BUDGETARY ACCOUNTING AND CONTROL -1-  
*June 30, 2023***

*Budgetary accounting and control*

*Budget law*

The Judicial Expense Fund prepares the annual combined operating budget for the general fund, the indigent transcript fund, and the drug treatment fund under the provisions of the Louisiana Municipal Budget Act. In accordance with those provisions, the following procedures are used in adopting the annual budget for these funds:

- (1) An operating budget is prepared at least fifteen days prior to the commencement of the budgetary fiscal year. The operating budget includes proposed expenditures and the means of financing them for the upcoming year.
- (2) The budget is available for public inspection at least fifteen days prior to the beginning of the fiscal year.
- (3) The budget is adopted after consideration of public comment, if any, and authorized for implementation on the first day of the fiscal year.
- (4) The budgets are prepared on a detailed line item basis. Revenues are budgeted by source. Expenditures are budgeted by character (personal services, group benefits, supplies, contractual services and capital outlay). Total expenditures constitute the legal level of control. Expenditures may not exceed the sum of appropriations plus the unreserved prior year fund balance. The budget may be revised during the year as estimates regarding revenues and expenditures change.
- (5) Appropriations lapse at the end of each fiscal year.

With regard to the Commissioners' fund, which is an appropriation of the Louisiana Supreme Court for the operation of the commissioners' offices, the Judicial Budgetary Control Board governs the budget. R.S. 39:4B exempts the judiciary of the state from the State Division of Administration budgetary control, and since budgetary reporting for the Commissioners' Fund is the responsibility of the Judicial Budgetary Control Board, the Nineteenth Judicial District Court is of the opinion that the Commissioners' Fund is also not subject to the Local Government Budget Act (R.S. 39:1301-14), in particular, those requirements relating to public hearings and advertisement. Accordingly, the Commissioners' Fund budget to actual presentation will utilize the budget data formulated under the auspices of the Judicial Budgetary Control Board.

**NINETEENTH JUDICIAL DISTRICT COURT -  
JUDICIAL EXPENSE FUND  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
ON BUDGETARY ACCOUNTING AND CONTROL -2-  
*June 30, 2023***

These procedures are followed in establishing the budgetary data reflected in the financial statements with regard to the special revenue fund:

- (1) An operating budget is prepared for the commissioners' fund prior to the commencement of the budgetary fiscal year and submitted to the Judicial Budgetary Control Board. The operating budget includes proposed expenditures for the upcoming year.
- (2) All funds remaining unexpended or unencumbered at year end are returnable to the state general fund at the direction of the Supreme Court.
- (3) Any surpluses occurring in the appropriation may be transferred from one line item to another during the fiscal year.

*Budgetary accounting*

The General Fund, Indigent Transcript Fund and the Commissioners' Fund budgets are prepared and presented using the modified accrual basis of accounting.

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**OTHER POST EMPLOYMENT BENEFIT PLANS**  
**RETIREE HEALTH AND DENTAL INSURANCE PROGRAMS**  
*Year ended June 30, 2023*

**SCHEDULE OF FUNDING PROGRESS**

Year End	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll ( c )	UAAL as a Percentage of Covered ((b-a)/c)
12/31/2022	12/31/2023	-	13,167.043	13,167.043	0.00%	2,119.338	621%
12/31/2021	12/31/2022	-	14,104.337	14,104.337	0.00%	1,808.084	780%
12/31/2020	12/31/2020	-	13,645.853	13,645.853	0.00%	1,728.541	789%
12/31/2019	12/31/2019	-	21,275.753	21,275.753	0.00%	2,646.006	690%
12/31/2018	12/31/2018	-	15,427.066	15,427.066	0.00%	4,626.237	333%
12/31/2017	1/1/2017	-	20,591.595	20,591.595	0.00%	3,726.607	553%
12/31/2016	1/1/2015	-	20,174.599	20,174.599	0.00%	3,576.041	564%
12/31/2015	1/1/2015	-	20,522.481	20,522.481	0.00%	3,546.102	579%
12/31/2014	1/1/2013	-	19,244.810	19,244.810	0.00%	3,326.713	578%
12/31/2013	1/1/2013	-	18,803.148	18,803.148	0.00%	3,250.367	578%

**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

Year End	Annual OPEB Cost	Amount Contributed	Percentage of Annual OPEB Cost Contributed	Increase/(Decrease) to Net OPEB Obligation	Total OPEB Obligation
12/31/2022	916,348	400,394	42.72%	(937,294)	13,167.043
12/31/2021	385,706	306,243	-66.79%	458,484	14,104.337
12/31/2020	438,487	268,036	5.81%	(4,611,725)	13,645.853
12/31/2019	1,290,167	436,648	33.85%	2,830,512	18,257.578
12/31/2018	4,773,875	390,654	8.19%	(5,164,528)	15,427.066
12/31/2017	1,104,125	463,476	37.60%	640,649	20,591.594
12/31/2016	1,420,428	472,193	33.24%	11,590,151	19,950,945
12/31/2015	1,444,671	478,700	33.14%	965,971	8,360,794
12/31/2014	1,382,813	409,993	29.65%	972,820	7,394,823
12/31/2013	1,349,387	379,053	28.09%	970,334	6,422,003



**NINETEENTH JUDICIAL DISTRICT COURT -  
JUDICIAL EXPENSE FUND  
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
*Year ended December 31, 2023*

<b>Fiscal Year</b>	<b>Employer's Proportion of the Net Pension Liability (Asset)</b>	<b>Employer's Proportionate Share of the Net Pension Liability (Asset)</b>	<b>Employer's Covered-Employee Payroll</b>	<b>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll</b>	<b>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>
<b>Louisiana Clerks' of Court Retirement and Relief Fund</b>					
2023	1.1765%	\$ 2,851,580	\$ 1,204,828	236.6794%	74.0944%
2022	1.5250%	\$ 2,028,570	\$ 1,540,740	131.6621%	85.4046%
2021	1.7596%	\$ 4,233,370	\$ 1,746,584	242.3800%	72.0939%
2020	2.0183%	\$ 3,665,238	\$ 1,962,474	186.7662%	77.9300%
2019	2.2502%	\$ 3,742,682	\$ 2,083,766	179.6114%	79.0700%
2018	2.4530%	\$ 3,711,191	\$ 2,440,420	152.0718%	79.6900%
2017	2.7018%	\$ 4,998,373	\$ 2,311,222	216.2654%	74.1702%
2016	2.8132%	\$ 4,220,007	\$ 2,624,368	161.0000%	78.1000%
2015	2.8606%	\$ 3,857,822	\$ 2,585,873	149.1884%	79.3700%
<b>Louisiana School Employees' Retirement System</b>					
2023	0.0128%	\$ 84,980	\$ 41,460	204.9683%	76.3074%
2022	0.0140%	\$ 66,497	\$ 43,290	153.6082%	82.5147%
2021	0.0141%	\$ 112,894	\$ 42,292	266.9400%	69.6703%
2020	0.0144%	\$ 101,110	\$ 42,332	238.8500%	73.4900%
2019	0.0144%	\$ 96,225	\$ 40,335	238.5645%	74.4400%
2018	0.0141%	\$ 90,159	\$ 39,159	230.2383%	75.0300%
2017	0.0133%	\$ 100,004	\$ 39,159	255.3794%	70.0911%
2016	0.0115%	\$ 72,696	\$ 38,106	191.0000%	74.5000%
2015	0.0130%	\$ 75,412	\$ 35,516	212.3325%	76.1800%
<b>Louisiana State Employees' Retirement System</b>					
2023	0.1353%	\$ 10,229,313	\$ 2,878,317	355.3922%	63.6522%
2022	0.1459%	\$ 8,029,530	\$ 3,083,456	260.4068%	72.7800%
2021	0.1255%	\$ 10,375,222	\$ 2,631,104	394.3296%	57.9985%
2020	0.1364%	\$ 9,879,888	\$ 2,712,563	364.2271%	62.9000%
2019	0.1498%	\$ 10,216,114	\$ 2,866,480	356.3993%	62.5000%
2018	0.1499%	\$ 10,553,317	\$ 2,724,188	387.3931%	62.5000%
2017	0.1479%	\$ 11,611,568	\$ 2,704,139	429.3998%	57.7280%
2016	0.1302%	\$ 8,855,905	\$ 2,654,670	334.0000%	62.7000%
2015	0.1386%	\$ 8,664,944	\$ 2,577,012	336.2400%	65.0000%

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

The amounts presented have a measurement date of the previous fiscal year end.

**NINETEENTH JUDICIAL DISTRICT COURT -**  
**JUDICIAL EXPENSE FUND**  
**SCHEDULE OF PENSION CONTRIBUTIONS**  
*Year ended December 31, 2023*

<b>Fiscal Year</b>	<b>Contractually Required Contribution</b>	<b>Contributions in Relation to Contractually Required Contribution</b>	<b>Contribution Deficiency</b>	<b>Employer's Covered Employee Payroll</b>	<b>Contributions as a % of Covered Employee Payroll</b>
<b>Louisiana Clerks' of Court Retirement and Relief Fund</b>					
2023	\$ 267,996	\$ 267,996	\$ -	\$ 1,204,828	22.24%
2022	\$ 332,641	\$ 332,641	\$ -	\$ 1,540,740	21.59%
2021	\$ 331,846	\$ 331,846	\$ -	\$ 1,746,584	19.00%
2020	\$ 373,111	\$ 373,111	\$ -	\$ 1,962,474	19.01%
2019	\$ 371,455	\$ 371,455	\$ -	\$ 2,083,766	17.83%
2018	\$ 395,916	\$ 395,916	\$ -	\$ 2,440,420	16.22%
2017	\$ 419,680	\$ 419,680	\$ -	\$ 2,311,222	18.16%
2016	\$ 471,957	\$ 471,957	\$ -	\$ 2,624,368	17.98%
2015	\$ 485,508	\$ 485,508	\$ -	\$ 2,585,873	18.78%
<b>Louisiana School Employees' Retirement System</b>					
2023	\$ 11,834	\$ 11,834	\$ -	\$ 41,460	28.54%
2022	\$ 15,572	\$ 15,572	\$ -	\$ 43,290	35.97%
2021	\$ 12,355	\$ 12,355	\$ -	\$ 42,292	29.21%
2020	\$ 11,853	\$ 11,853	\$ -	\$ 42,332	29.40%
2019	\$ 11,773	\$ 11,773	\$ -	\$ 40,335	28.00%
2018	\$ 11,471	\$ 11,471	\$ -	\$ 39,159	27.60%
2017	\$ 11,059	\$ 11,059	\$ -	\$ 39,159	27.00%
2016	\$ 10,949	\$ 10,949	\$ -	\$ 38,106	28.00%
2015	\$ 12,575	\$ 12,575	\$ -	\$ 35,516	33.00%
<b>Louisiana State Employees' Retirement System</b>					
2023	\$ 1,162,840	\$ 1,162,840	\$ -	\$ 2,878,317	40.40%
2022	\$ 1,308,850	\$ 1,308,850	\$ -	\$ 3,083,456	42.45%
2021	\$ 1,055,073	\$ 1,055,073	\$ -	\$ 2,631,104	40.10%
2020	\$ 1,104,013	\$ 1,104,013	\$ -	\$ 2,712,563	40.70%
2019	\$ 1,144,126	\$ 1,144,126	\$ -	\$ 2,866,480	39.91%
2018	\$ 1,086,396	\$ 1,086,396	\$ -	\$ 2,724,188	37.90%
2017	\$ 1,000,021	\$ 1,000,021	\$ -	\$ 2,704,139	36.71%
2016	\$ 1,016,221	\$ 1,016,221	\$ -	\$ 2,654,670	37.60%
2015	\$ 982,228	\$ 982,228	\$ -	\$ 2,577,012	37.00%

**NINETEENTH JUDICIAL DISTRICT COURT -  
JUDICIAL EXPENSE FUND  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
ON PENSIONS  
June 30, 2023**

*Changes of Benefit Terms include:*

Louisiana Clerks' of Court Retirement and Relief fund

There were no changes of benefit terms for the year ended June 30, 2023.

Louisiana School Employees Retirement System

There were no changes of benefit terms for the year ended June 30, 2023.

Louisiana State Employees' Retirement System

There were no changes of benefit terms for the year ended June 30, 2023.

*Changes of Assumptions include:*

Louisiana Clerks' of Court Retirement and Relief Fund

There were no changes to assumptions for the year ended June 30, 2023.

Louisiana School Employees Retirement System

The fund changed the Investment Rate of Return from 6.90% to 6.8%.

Louisiana State Employees' Retirement System

The fund changed the Investment Rate of Return from 7.40% to 7.25%.

**NINETEENTH JUDICIAL DISTRICT COURT-JUDICIAL EXPENSE FUND  
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS  
TO AGENCY HEADS**

June 30, 2023

	Kevin Bolds	Donald Johnson
	<i>Judicial Administrator</i>	<i>Chief Judge</i>
<b>Purpose</b>		
Salary	\$ 107,502.42	\$ -
Benefits-Medicare	\$ 1,638.27	\$ -
Benefits-Health Insurance	\$ 6,661.20	\$ -
Benefits-Dental Insurance	\$ 183.46	\$ -
Benefits-Retirement	\$ 45,797.11	\$ -
Office Supplies	\$ -	\$ 996.11
Annual Dues	\$ -	\$ 1,250.00
Conference Registrations	\$ -	\$ 889.00
Conference Meals / Per Diem / Mileage	\$ -	\$ 1,850.28
Conference Travel-Hotel	\$ -	\$ 8,416.92

Note: Judges are not required to include compensation, reimbursements, and benefits received directly from the Louisiana Supreme Court. Amounts reported above were paid from funds the court administers.

**NINETEENTH JUDICIAL DISTRICT COURT - JUDICIAL EXPENSE FUND**  
**JUSTICE SYSTEM FUNDING SCHEDULE**  
**RECEIVING ENTITY (CASH BASIS)**

*Year ended June 30, 2023*

*LLA Entity ID#: 4213*

	First Six Month Period Ended December 31, 2021	Second Six Month Period Ended June 30, 2022
Receipts From:		
Civil Fees		
East Baton Rouge Parish Clerk of Court, Filing Fees	\$ 104,840	\$ 108,040
East Baton Rouge Parish Sheriff, Traffic Fees	33,644	36,425
Louisiana Department of Public Safety, Reinstatement Fees	10,963	6,125
Bond Fees		
East Baton Rouge Parish Sheriff, Surety Bond	1,758	625
East Baton Rouge Parish Sheriff, Bond Forfeitures	55,552	141,235
Pre-Trial Diversion Program Fees		
Criminal Court Costs/Fees		
East Baton Rouge Parish District Attorney, Costs	-	172,556
East Baton Rouge Parish Sheriff, Bail bond Licensing	172,507	154,481
East Baton Rouge Parish Sheriff, Criminal Fines	293,628	288,234
Criminal Fines - Contempt		
Criminal Fines - Other		
19th Judicial District Court, Court Imposed Fines	1,619	36
East Baton Rouge Parish Sheriff, Court Fines	168	148
Probation/Parole/Supervision Fees		
East Baton Rouge Parish Sheriff Drug Lab Fees	51,927	62,432
Subtotal of Receipts	\$ 726,605	\$ 970,336



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS*

To the Honorable Judges  
Nineteenth Judicial District Court  
Judicial Expense Fund  
Baton Rouge, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Nineteenth Judicial District Court- Judicial Expense Fund, a component unit of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Nineteenth Judicial District Court- Judicial Expense Fund's basic financial statements, and have issued our report thereon dated January 31, 2024.

**Report on Internal Control over Financial Reporting**

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

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

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

## **Report on Compliance and Other Matters**

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

## **Purpose of This Report**

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

**TWRU**

CPAs & Financial Advisors  
Baton Rouge, Louisiana  
January 31, 2024

**NINETEENTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2023**

**I. FINDINGS RELATING TO THE FINANCIAL STATEMENT AUDIT AS REQUIRED  
TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED  
GOVERNMENT AUDITING STANDARDS**

The auditor expresses an unmodified opinion on the financial statements of the Nineteenth Judicial District Court-Judicial Expense Fund.

Internal Control Findings-No Findings Noted

Compliance Findings-No Findings Noted

**II. FINDINGS RELATED TO STATE COMPLIANCE LAWS**

**2023-01 Compliance with Louisiana Local Governmental Budget Act**

*Condition:* The Fund's budget to actual comparison contained variances of greater than 5%.

*Criteria:* R.S. 39:1301-1315 provides a threshold of no more than 5% variance from budgeted amounts.

*Cause:* The Fund did not amend the budget after it was adopted in 2022.

*Effect:* According to the Legislative Auditor of the State of Louisiana, exceeding the 5% threshold is a reportable instance of noncompliance with state law.

*Recommendation:* It is recommended that Nineteenth Judicial Court-Judicial Expense Fund should amend the budget, at least once, during the year to more accurately anticipate for current operations.

*Management Response:* The 19th JDC operates on a calendar year budget, along with the City-Parish. Although the budget is prepared at the beginning of the year, a budget to actual comparison will be prepared and if necessary, amended at least once during the year, to more accurately anticipate for current operations.



**NINETEENTH JUDICIAL DISTRICT COURT  
JUDICIAL EXPENSE FUND  
SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES  
June 30, 2022**

**I. FINDINGS RELATING TO THE FINANCIAL STATEMENT AUDIT AS REQUIRED  
TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED  
GOVERNMENT AUDITING STANDARDS**

The auditor expresses an unmodified opinion on the financial statements of the Nineteenth Judicial District Court-Judicial Expense Fund.

Internal Control Findings-No Findings Noted

Compliance Findings-No Findings Noted

**II. FINDINGS RELATED TO STATE COMPLIANCE LAWS**

**2022-01 Engagement Completion and Submission**

*Condition:* The Organization failed to submit its annual financial statements to the Legislative Auditors Office by the statutory due date.

*Criteria:* LSA R.S. 24:513 states that “audits shall be completed within six months of the close of the entity’s fiscal year.”

*Cause:* There was leadership turnover within the Organization, and they were unaware that a Uniform Guidance audit was required.

*Effect:* According to the Legislative Auditor of the State of Louisiana, failure to comply with the six-month statutory submission of the financial reports is a reportable instance of noncompliance with state law.

*Recommendation:* It is recommended that Nineteenth Judicial Court-Judicial Expense Fund be aware of federal funding reimbursements and receipts on a regular basis.

*Management Response:* Management acknowledges the condition as described above and agrees with the auditor’s recommendation.

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Judges of Nineteenth Judicial District Court Judicial Expense Fund and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022, through June 30, 2023. The Nineteenth Judicial District Court Judicial Expense Fund's management is responsible for those C/C areas identified in the SAUPs.

Nineteenth Judicial District Court Judicial Expense Fund has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022, through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**Written Policies and Procedures**

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1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving.
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
  - f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
  - g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
  - h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Exception:** With regards to item "l" above, 19<sup>th</sup> JDC-JEF has a well written policy regarding sexual harassment. However, the policy does not implement mandatory annual training and annual reporting.

**Management's Response/Corrective Action:** We will include the mandatory annual training and reporting with the current written policy regarding sexual harassment.

#### **Board or Finance Committee**

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- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

**No Exceptions Noted.**

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

**No Exceptions Noted.**

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

**No Exceptions Noted.**

- d) Observe whether the board/finance committee received written updated of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**No Exceptions Noted.**

## Bank Reconciliations

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3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

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

**Exception:** Two of the Six bank accounts were not reconciled within Two months of the Fiscal Year End.

**Management's Response/Corrective Action:** We will make a greater effort to ensure that all bank accounts will be reconciled within 2 months of the statement closing date.

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

**No Exceptions Noted.**

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

**Exception:** Bank Reconciliation contains long outstanding items.

**Management's Response/Corrective Action:** Outstanding items will be corrected and/or removed for items that are 12 months or greater from the statement closing date.

## Collections (excluding electronic funds transfers)

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

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

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

**No Exceptions Noted.**

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

**No Exceptions Noted.**

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

**No Exceptions Noted.**

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

***No Exceptions Noted.***

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

***No Exceptions Noted.***

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

***No Exceptions Noted.***

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

***No Exceptions Noted.***

- c) Trace the deposit slip total to the actual deposit per the bank statement.

***No Exceptions Noted.***

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

***Exception:*** Some items received were deposited later than within one business day.

***Management's Response/Corrective Action:*** We were made aware of this change needing to be made in March 2023, after the 2022 fiscal year audit. Since that time, our procedure has been changed/corrected. However, the random testing was done on a bank deposit from February, prior to my awareness. This has been corrected.

- e) Trace the actual deposit per the bank statement to the general ledger.

***No Exceptions Noted.***

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

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

***No Exceptions Noted.***

- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

- 11. Using the entity's main operating account and the month selected in Bank Reconciliations procedures #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signors per the entity's policy. Note: if electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does not include electronic disbursements.

*Not Applicable*

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

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- 12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*No Exceptions Noted.*



13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

*No Exceptions Noted.*

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

*No Exceptions Noted.*

14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*No Exceptions Noted.*

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

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

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*No Exceptions Noted.*

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

## Contracts

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

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

*No Exceptions Noted.*

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

*No Exceptions Noted.*

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

*No Exceptions Noted.*

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

*No Exceptions Noted.*

## Payroll and Personnel

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17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*No Exceptions Noted.*

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

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

*No Exceptions Noted.*

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

*No Exceptions Noted.*

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

*No Exceptions Noted.*

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

*No Exceptions Noted.*



19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

***No Exceptions Noted.***

20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

***No Exceptions Noted.***

## **Ethics**

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21. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period as required by R.S. 42:1170.

***Exception:*** One of the Five employees tested did not have evidence of ethics training.

***Management's Response/Corrective Action:*** All employees are required to complete ethics training annually and forward a certificate to HR upon completion. However, because our HR position has not been filled since August 2023, this presented personnel challenges, which include ensuring this training is completed timely. We are in the process of filling that position now, so that this will not occur again.

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

***Not Applicable***

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

***No Exceptions Noted***

## **Debt Service**

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23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

***Not Applicable.***

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

***Not Applicable.***

### ***Fraud Notice***

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25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

***Not Applicable.***

26. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

***Exception:*** Notice has not been posted on the premises.

***Management's Response/Corrective Action:*** We will make sure that is posted on both the premises and website.

### ***Information Technology Disaster Recovery/Business Continuity***

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27. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

***No Exceptions Noted.***

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

***No Exceptions Noted.***

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

***No Exceptions Noted.***

28. Randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

***No Exceptions Noted.***

### ***Sexual Harassment***

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26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation

demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

***No Exceptions Noted.***

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

***No Exceptions Noted.***

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

***Exception:*** With regard to all items under 28, the 19<sup>th</sup> JDC-JEF has not submitted an annual sexual harassment report for the current fiscal period.

***Management Response/Corrective Action:*** As stated in an earlier response, the lack of HR personnel and the challenges presented, is the reason this was not submitted. I wasn't aware, but we will make sure that this is submitted annually.

We were engaged by Nineteenth Judicial District Court Judicial Expense Fund to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Nineteenth Judicial District Court Judicial Expense Fund and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

**TWRU**

CPAs & Financial Advisors  
Baton Rouge, Louisiana  
January 31, 2024