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**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

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**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**TABLE OF CONTENTS**

	<u>Page</u>
<b><u>FINANCIAL SECTION</u></b>	
<u>Independent Auditor's Report</u>	1-3
REQUIRED SUPPLEMENTARY INFORMATION.	
Management's Discussion and Analysis	4-9
<b>BASIC FINANCIAL STATEMENTS</b>	
Government-Wide Financial Statements	
Statement of Net Position	10
Statement of Activities and Changes in Net Position	11
Fund Financial Statements	
Governmental Funds:	
Balance Sheet	12
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position	13
Statement of Revenues, Expenditures, and Changes in Fund Balance	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	15
Fiduciary Funds:	
Statement of Fiduciary Assets and Liabilities	16
Notes to the Financial Statements	17-26

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**TABLE OF CONTENTS (CONTINUED)**

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule 1 – Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Judicial Expense Fund	27
Schedule 2 – Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Drug Court Expense Fund	28
Schedule 3 – Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – FINS Assistance Center Expense Fund	29
Schedule 4 – Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – Family Preservation Court Fund	30

**ADDITIONAL SUPPLEMENTARY INFORMATION**

Schedule 5 – Schedule of Compensation, Benefits, and Other Payments to the Agency Head	31
Schedule 6 – Justice System Funding Schedule – Collecting/Disbursing Entity	32-33
Schedule 7 – Justice System Funding Schedule – Receiving Entity	34

**OTHER REPORT**

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>	35-36
Schedule of Findings and Responses	37



## **INDEPENDENT AUDITOR'S REPORT**

Judges of the Court  
Juvenile Court for the Parish of Jefferson  
Jefferson Parish, 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 Juvenile Court for the Parish of Jefferson (the Court), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Court'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 Court, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 Court, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Court'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 objective is 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 judgement made by a reasonable user based on the financial statements.

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

- Exercise professional judgement and maintain professional skepticism throughout the audit
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Court'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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Court'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 and budgetary comparison information on pages 4 through 9 and pages 27 through 30 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 required supplementary 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 an opinion on the financial statements that collectively comprise the Court's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to the Agency Head, on page 31, the Justice System Funding Schedule – Collecting and Disbursing Entity, on pages 32 and 33, and the Justice System Funding Schedule – Receiving Entity, on page 34, are presented for additional analysis and are not a required part of the financial statements. The Schedule of Compensation, Benefits, and Other Payments to the Agency Head, the Justice System Funding Schedule – Collecting and Disbursing Entity, and the Justice System Funding Schedule – Receiving Entity are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the 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 or to 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 required supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 4, 2024, on our consideration of the Court'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 Court's internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Court's internal control over financial reporting and compliance.

*Richard CPAS*

Metairie, Louisiana  
June 4, 2024

# **JUVENILE COURT FOR THE PARISH OF JEFFERSON**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DECEMBER 31, 2023**

As financial management of the Juvenile Court for the Parish of Jefferson (The "Court"), we offer readers of these financial statements this narrative overview and analysis of the financial activities of the Court for the fiscal year ending December 31, 2023. This discussion and analysis is designed to assist the reader with focusing on significant financial issues and activities and to identify any significant changes in financial position. We encourage readers to consider the information presented here in conjunction with the financial statements taken as a whole.

### **FINANCIAL HIGHLIGHTS**

- The assets of the Court exceeded its liabilities at the close of the most recent fiscal year by \$4,062,186 (net position). Of this amount, \$933,293 is unrestricted net position, which may be used to meet the Court's ongoing obligations to citizens and creditors.
- The Court's net position decreased by \$165,564 during the year ended December 31, 2023.
- As of the close of the current fiscal year, the Court's governmental funds reported combined ending fund balance of \$937,718.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The discussion and analysis provided here are intended to serve as an introduction to the Court's basic financial statements. The Court's financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to the financial statements.

### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The government-wide financial statements are designed to provide readers with a broad overview of the Court's finances, in a manner similar to a private sector business.

The statement of net position presents financial information on all of the Court's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Court is improving or deteriorating.

The statement of activities and changes in net position presents information showing how the Court's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows in future fiscal periods (e.g., earned but unused vacation leave).

In the Statement of Net Position and the Statement of Activities and Changes in Net Position, the Court separates activities as follows: governmental activities-most of the Court's basic services are reported in this category, including the Judicial Expense, Drug Court Program, Families in Need of Services (FINS) Program, and Family Preservation Court Program. Parish appropriations, court costs, interest income, and state and federal grants finance these activities.



# **JUVENILE COURT FOR THE PARISH OF JEFFERSON**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DECEMBER 31, 2023**

### **FUND FINANCIAL STATEMENTS**

A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Court, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the funds of the Court can be divided into two categories: governmental funds and fiduciary funds.

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

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund activities focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures, and changes in fund balance provide a reconciliation between governmental funds and governmental activities.

The Court maintains four individual governmental funds. Each of the governmental funds are considered to be a major fund.

The Court adopts an annual appropriated budget for its general fund (the Judicial Expense Fund) and the special revenue funds. Budgetary comparison schedules have been provided to demonstrate compliance with these budgets.

#### ***Fiduciary Funds***

Fiduciary funds are used to account for resources held for the benefit of parties outside of the government. Fiduciary funds are not reported in the government-wide financial statements because the resources of those funds are not available to support the Court's own programs. The Court maintains two fiduciary funds. The funds report resources held by the Court in a custodial capacity for individuals and other governments.

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

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

#### **Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Court's budgetary comparison schedules for the Judicial Expense Fund and each major Special Revenue Fund.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DECEMBER 31, 2023**

**GOVERNMENT-WIDE OVERALL FINANCIAL ANALYSIS**

As noted earlier, net position may serve, over time, as a useful indicator of a government's financial position.

*Net Position*

The most significant component of the Court's net position is the unrestricted balance of \$933,293 and this may be used to meet the government's ongoing obligations to its citizens and creditors. The remaining net position is \$4,425 of restricted balance and net investment in capital assets which totaled \$3,124,468 as of December 31, 2023.

Juvenile Court for the Parish of Jefferson  
Statement of Net Position  
December 31, 2023

	<u>2023</u>	<u>2022</u>	<u>Variance</u>	<u>%</u>
Current and other assets	\$ 1,048,700	\$ 972,703	\$ 75,997	8%
Capital assets, net	3,124,468	3,345,707	(221,239)	-7%
Total assets	<u>4,173,168</u>	<u>4,318,410</u>	<u>(145,242)</u>	<u>-3%</u>
Current liabilities	<u>110,982</u>	<u>90,660</u>	<u>20,322</u>	<u>22%</u>
Total liabilities	<u>110,982</u>	<u>90,660</u>	<u>20,322</u>	<u>22%</u>
Net position				
Net investment in capital assets	3,124,468	3,345,707	(221,239)	-7%
Restricted	4,425	10,924	(6,499)	-59%
Unrestricted	<u>933,293</u>	<u>871,119</u>	<u>62,174</u>	<u>7%</u>
Total net position	<u><u>\$ 4,062,186</u></u>	<u><u>\$ 4,227,750</u></u>	<u><u>\$ (165,564)</u></u>	<u><u>-4%</u></u>

The investments were held with the Louisiana Asset Management Pool (LAMP). Investments totaled \$538,064 as of December 31, 2023, which represents a \$22,865 decrease from the previous year. Grant's receivable totaled \$280,085 which is related to grant reimbursements outstanding as of December 31, 2023. The decrease in grants receivable of \$18,741 is due primarily to both the IV-E and IV-D grants. The cash balance as of December 31, 2023, is \$178,040 which represents an increase of \$141,610 or 389%. This increase is primarily related to the timing of the use of cash for reimbursement requests.

At December 31, 2023, net position for governmental activities decreased by \$165,564 or 4%. The unrestricted net position increased by \$62,174 or 7% for the year ended December 31, 2023, primarily due to current year activities.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DECEMBER 31, 2023**

The analysis below will focus on key elements of the Court's financial activities for the years ended December 31, 2023, and 2022.

*Governmental Activities*

Total revenues increased by \$145,999 from \$6,712,965 in 2022 to \$6,858,964 in 2023. The increase in revenues was due primarily to an increase in on-behalf payments from Jefferson Parish and the Louisiana Supreme Court in the amount of \$143,230. Act 123 of the 2021 Louisiana Legislature mandated that the Court shall not tax or assess costs in a juvenile delinquency proceeding against any juvenile or their parents or guardians. So as a result, court fee collections have and will continue to be reduced.

Juvenile Court for the Parish of Jefferson  
Statement of Activities and Changes in Net Position  
For the Year Ended December 31, 2023

	<u>2023</u>	<u>2022</u>	<u>Variance</u>	<u>%</u>
Program Revenues				
Charges for services	\$ 1,203,209	\$ 1,146,317	\$ 56,892	5%
Operating grants and contributions	770,942	842,670	(71,728)	-9%
General revenues	<u>4,884,813</u>	<u>4,723,978</u>	<u>160,835</u>	<u>3%</u>
Total revenues	<u>6,858,964</u>	<u>6,712,965</u>	<u>145,999</u>	<u>2%</u>
Expenses				
Judicial expense	6,161,373	6,016,464	144,909	2%
Drug Court program	899	899	-	0%
FINS Assistance program	803,076	813,787	(10,711)	-1%
Family Preservation Program	<u>59,180</u>	<u>13,893</u>	<u>45,287</u>	<u>326%</u>
Total expenses	<u>7,024,528</u>	<u>6,845,043</u>	<u>179,485</u>	<u>3%</u>
Change in net position	(165,564)	(132,078)	(33,486)	25%
Net position, beginning of year	<u>4,227,750</u>	<u>4,359,828</u>	<u>(132,078)</u>	<u>-3%</u>
Net position, end of year	<u>\$ 4,062,186</u>	<u>\$ 4,227,750</u>	<u>\$ (165,564)</u>	<u>-4%</u>

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DECEMBER 31, 2023**

**FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

**Judicial Expense Fund** - Total revenues increased by \$120,465 or 2% from 2022 to 2023. The increase is due to an increase in on-behalf contributions in the amount of \$143,230, which was offset by a decrease in other funding. Total expenses decreased by \$176,437 or 3% from 2022 to 2023 as a result of nonrecurring capital outlay expenses during the year ended December 31, 2022.

**Drug Court Fund** – The Drug Court Fund is no longer receiving referrals and has limited activity during the year ended December 31, 2023.

**FINS Fund** - Total revenues decreased by \$12,843 or 2% from 2022 to 2023. Total expenses decreased \$18,963 or 2% from 2022 to 2023.

**Family Preservation Court Fund** – Total revenues increased by \$29,230 or 210% from 2022 to 2023. Total expenses increased \$45,287 or 326% from 2022 to 2023. The revenues and expenses increased due to reimbursable grants to support the Family Preservation Court Fund program.

**BUDGETARY HIGHLIGHTS**

The original budget adopted by the Judicial Expense Fund and the Special Revenue Funds was amended during the fiscal year for changes in various operating and administrative expenditures necessary for the operation of the Court. The Judicial Expense Fund budget accounts for expenditures made on the Court's behalf by the Jefferson Parish Council, federal grant revenues, and interest on investments, and consulting fees relating to Title IV-E that are not specifically allocated to the special revenue funds. The budgeted revenues and other financing sources were less than final actual revenues and other financing sources by \$94,878 primarily due to the amount budgeted for the on-behalf payment from the Parish of Jefferson was less than the amounts recorded. Administrative expenses were \$187,339 less than budgeted. Capital outlay expenses were \$104,275 less than budgeted expenses.

**CAPITAL ASSETS**

The Court's investment in capital assets, net of accumulated depreciation, amounts to \$3,124,468 as of December 31, 2023. Capital assets include building improvements, equipment, and furniture. Major capital asset activities during the current fiscal year included courthouse improvements and equipment. The Court is not responsible for any infrastructure.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**DECEMBER 31, 2023**

**ECONOMIC OUTLOOK, FY 2024 BUDGETS, AND FUNDING ISSUES**

During 2023, the court as well as the parish experienced less interruptions in operation due to the impacts of Covid-19. During 2023 management did not request any additional positions from the General fund of Jefferson Parish, which provides for most salaries of the Court's personnel costs. Intergovernmental revenues are expected to remain constant in 2024. In 2023, the Parish offered a 5% merit pay increases to eligible employees, as well as a 5% Cost of Living increase. In 2024, the Parish may once again offer a 5% merit pay increase to eligible employees.

Title IV-E funding is allocated to special revenue funds. The amount anticipated in reimbursements significantly decreased during two quarters of 2023 due to a misunderstanding of the eligibility status process. Going forward, with cooperation of DCFS personnel we expect our revenues to steadily increase in FY 2024. Temporary Assistance to Needy Families (TANF) has been suspended since early 2021 as there is no Drug Court. However, the new Family Preservation Court grant participation has increased during 2023, and we expect that trend to continue for 2024. Families In Need of Services (FINS) funding is expected to remain unchanged in 2024.

Capital outlays for 2023 are not expected to increase for 2024, as there are no additional major courthouse improvements scheduled. Spending for IT related projects is expected to slightly decrease in 2024 as most of the projects have been completed, and some maintenance contracts will also be ending which will also provide some savings.

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Court's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Dawn Palermo, Judicial Administrator, Juvenile Court for the Parish of Jefferson, Post Office Box 1900, Harvey, Louisiana 70059.

**FINANCIAL SECTION**

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

<b><u>ASSETS:</u></b>	<u>Governmental Activities</u>
Cash and cash equivalents	\$ 178,040
Investments	538,064
Grant receivable	280,085
Prepays	52,511
Capital assets, net of accumulated depreciation	3,124,468
Total assets	<u>4,173,168</u>
<b><u>LIABILITIES:</u></b>	
Accounts payable	110,982
Unearned revenue-grant	-
Total liabilities	<u>110,982</u>
<b><u>NET POSITION:</u></b>	
Net investment in capital assets	3,124,468
Restricted	4,425
Unrestricted	933,293
Total net position	<u>\$ 4,062,186</u>

See accompanying notes to the financial statements

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

<b><u>Functions/Programs</u></b>	<b><u>Expenses</u></b>	<b><u>Program Revenues</u></b>		<b><u>Net (Expense) Revenue and Changes in Net Position</u></b>	
		<b><u>Charges for Services</u></b>	<b><u>Operating Grants and Contributions</u></b>	<b><u>Governmental Activities</u></b>	<b><u>Total</u></b>
Governmental activities:					
Judicial Expense	\$ 6,161,373	\$ 1,203,209	\$ 479,730	\$ (4,478,434)	\$ (4,478,434)
Drug Court Program	899	-	9,147	8,248	8,248
FINS Assistance Program	803,076	-	238,892	(564,184)	(564,184)
Family Preservation Program	59,180	-	43,173	(16,007)	(16,007)
Total governmental activities	<u>7,024,528</u>	<u>1,203,209</u>	<u>770,942</u>	<u>(5,050,377)</u>	<u>(5,050,377)</u>
		General revenues:			
			In-kind contributions (on-behalf)	4,857,677	4,857,677
			Interest income	27,136	27,136
			Miscellaneous	-	-
			Total general revenues	<u>4,884,813</u>	<u>4,884,813</u>
			Change in net position	(165,564)	(165,564)
			Net position-beginning	<u>4,227,750</u>	<u>4,227,750</u>
			Net position-ending	<u>\$ 4,062,186</u>	<u>\$ 4,062,186</u>

See accompanying notes to the financial statements



**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**BALANCE SHEET-GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2023**

	Judicial Expense Fund	Drug Court Expense Fund	FINS Assistance Center Fund	Family Preservation Court Fund	Total Governmental Funds
<b><u>ASSETS</u></b>					
Cash and cash equivalents	\$ 121,053	\$ 75	\$ 51,298	\$ 5,614	\$ 178,040
Investments	538,064	-	-	-	538,064
Grant receivable	277,557	-	-	2,528	280,085
Prepays	52,511	-	-	-	52,511
Total assets	<u>\$ 989,185</u>	<u>\$ 75</u>	<u>\$ 51,298</u>	<u>\$ 8,142</u>	<u>\$ 1,048,700</u>
<b><u>LIABILITIES</u></b>					
Accounts payable	\$ 55,892	\$ 75	\$ 46,873	\$ 8,142	\$ 110,982
Unearned revenue- grant	-	-	-	-	-
Total liabilities	<u>55,892</u>	<u>75</u>	<u>46,873</u>	<u>8,142</u>	<u>110,982</u>
<b><u>FUND BALANCES</u></b>					
Nonspendable	52,511	-	-	-	52,511
Restricted	-	-	4,425	-	4,425
Committed	538,064	-	-	-	538,064
Unassigned	342,718	-	-	-	342,718
Total fund balances	<u>933,293</u>	<u>-</u>	<u>4,425</u>	<u>-</u>	<u>937,718</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 989,185</u>	<u>\$ 75</u>	<u>\$ 51,298</u>	<u>\$ 8,142</u>	<u>\$ 1,048,700</u>

See accompanying notes to the financial statements

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**RECONCILIATION OF THE BALANCE SHEET OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

Total governmental fund balances	\$ 937,718
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets are not reported in the fund financial statements because they are not current financial resources, but they are reported in the statement of net position	<u>3,124,468</u>
Net position of governmental activities	<u>\$ 4,062,186</u>

See accompanying notes to the financial statements

**JUVENILE COURT FOR THE PARISH OF JEFFERSON  
HARVEY, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES-GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Judicial Expense Fund	Drug Court Expense Fund	FINS Assistance Center Fund	Family Preservation Court Fund	Total Governmental Funds
<b>REVENUES</b>					
Costs, fees and fines	\$ 1,203,209	\$ -	\$ -	\$ -	\$ 1,203,209
Grant revenues	384,017	9,147	113,892	43,173	550,229
Intergovernmental	4,503,451	-	574,939	-	5,078,390
Interest income	27,136	-	-	-	27,136
Total revenues	<u>6,117,813</u>	<u>9,147</u>	<u>688,831</u>	<u>43,173</u>	<u>6,858,964</u>
<b>EXPENDITURES</b>					
Current					
Administrative	5,746,441	-	-	-	5,746,441
Program	167,968	899	803,076	59,180	1,031,123
Capital outlay	25,725	-	-	-	25,725
Total expenditures	<u>5,940,134</u>	<u>899</u>	<u>803,076</u>	<u>59,180</u>	<u>6,803,289</u>
Excess of expenditures over revenues	177,679	8,248	(114,245)	(16,007)	55,675
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	333,178	899	110,257	15,957	460,291
Transfers out	(448,683)	(11,608)	-	-	(460,291)
Total other financing sources (uses)	<u>(115,505)</u>	<u>(10,709)</u>	<u>110,257</u>	<u>15,957</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over (under) expenditures and other uses	62,174	(2,461)	(3,988)	(50)	55,675
Fund balance-beginning of year	<u>871,119</u>	<u>2,461</u>	<u>8,413</u>	<u>50</u>	<u>882,043</u>
Fund balance-end of year	<u>\$ 933,293</u>	<u>\$ -</u>	<u>\$ 4,425</u>	<u>\$ -</u>	<u>\$ 937,718</u>

See accompanying notes to the financial statements

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES,**  
**EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

Amounts reported for governmental activities in the statement of activities are different as follows:

Excess (deficiency) of revenues and other sources over (under) expenditures and other uses per fund financial statements	\$	55,675
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Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlay expense in the current period.

Capital outlay	\$	25,725	
Depreciation expense		(246,964)	(221,239)

Change in net position of governmental activities	\$	<u>(165,564)</u>
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See accompanying notes to the financial statements

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**DECEMBER 31, 2023**

	Support Enforcement Fund	Fees and Assessments Fund	Total
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 8,750	\$ 107,301	\$ 116,051
Accounts receivable	-	131	131
Total assets	\$ 8,750	\$ 107,432	\$ 116,182
<b><u>LIABILITIES</u></b>			
Accounts payable	\$ 8,750	\$ 5,278	\$ 14,028
Escrow liability	-	29	29
Bond liability	-	102,125	102,125
Total liabilities	\$ 8,750	\$ 107,432	\$ 116,182

See accompanying notes to the financial statements

# JUVENILE COURT FOR THE PARISH OF JEFFERSON

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### 1. Summary of Significant Accounting Policies

#### Reporting Entity

The Juvenile Court for the Parish of Jefferson (the Court) was established by Act 110 of the Extraordinary Session of the 1958 Legislature. There are presently three divisions in the Court (Divisions A, B, and C). The Court is of limited jurisdiction with exclusive original jurisdiction over certain proceedings involving children and adults as set forth in the Louisiana Children's Code. The Court's geographic jurisdiction consists of the Parish of Jefferson.

In evaluating how to define the reporting entity for financial statement purposes management has considered all potential component units. The decision to include a potential component unit was made by applying the criteria set forth in GAAP which defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Based upon the application of these criteria, there were no potential component units required to be included in this report.

#### Basic Financial Statements – Government-Wide Financial Statements (GWFS)

The government-wide financial statements include the statement of net position and the statement of activities and changes in net position. These statements report financial information for the Court as a whole, excluding fiduciary activities such as agency funds. Individual funds are not displayed, but the statements distinguish governmental activities, generally supported by the Parish of Jefferson's general revenues, from business-type activities, generally financed in whole, or in part, with fees charged to external customers. The Court has no business-type activities.

The statement of activities and changes in net position reports expenses of a given function, offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and any portions of a fund, or summarizes more than one fund, to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services, which report fees, fines, and forfeitures, and other charges to the users of the Court's services; (2) operating grants and contributions restricted to certain programs, which finance annual operating activities, including restricted investment income; and (3) capital grants and contributions, which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to the program uses. Taxes and other revenue sources, not properly included with program revenues, are reported as general revenues.

Fund financial statements are provided for governmental and fiduciary funds

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. Summary of Significant Accounting Policies (continued)**

**Basic Financial Statements Fund Financial Statements (FFS)**

The Court reports the following fund types:

*Governmental Funds*

Governmental funds account for most of the Court's operating activities. The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than net income. The following is a description of the major governmental funds of the Court:

The *Judicial Expense Fund* is the general operating fund of the entity, which accounts for all financial resources, except those required to be accounted for in other funds. Expenditures for salaries, wages, and benefits made by Jefferson Parish and the Louisiana Supreme Court on behalf of the Court are recorded in accordance with GASB Codification N50, *Non-exchange Transactions*. Federal funding related to Title IV-E not allocated specifically to other funds, is also accounted for in this fund.

*Special revenue funds* account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Court's Family Preservation Court Expense Fund , Families in Need of Services (FINS) Assistance Program Fund, and Family Preservation Court Fund are presented as major funds.

*Fiduciary Funds*

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. The reporting focus is on net position. The funds accounted for in this category by the Court are the agency funds.

*Agency funds* account for assets held by the Court on behalf of others as their agent. Agency funds are custodial in nature, and do not involve measurement of results of operations. The Court's Support Enforcement Fund and Fees and Assessment Fund are the agency funds.

**Basis of Accounting**

**Accrual**

The governmental activities in the government-wide financial statements and the fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Revenues of the Court consist principally of fines and fees for services relating to court filings, grant revenues, interest income, and intergovernmental support from Jefferson Parish Council and the Louisiana Supreme Court. Fines and fees for services are recorded when received in cash because they are generally not measurable until actually received. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Interest income is recorded when earned.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. Summary of Significant Accounting Policies (continued)**

**Basis of Accounting (continued)**

Modified Accrual

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available.) “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Court considers revenues to be available if they are collected within sixty days of the end of the fiscal year. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

**Other Financing Sources (Uses)**

Other financing sources (uses) consist of transfers between funds that are not expected to be repaid. These other financing sources (uses) are recognized at the time the underlying events occur. When both restricted and unrestricted resources are available for use, it is the Court’s policy to use restricted resources first, and then unrestricted resources as needed.

**Budgets**

The Court is required by state law to adopt an annual budget for its Judicial Expense Fund and its Special Revenue Funds. The budget is presented on the modified accrual basis of accounting that is consistent with generally accepted accounting principles. Budget amendments were made during the year due to significant changes to revenues received and expenditures incurred. The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. The Court prepares a budget for the next fiscal year beginning January first. The operating budget includes proposed expenditures and the means of financing them.
2. The budget is presented at the November judges’ meeting to obtain the Judges’ approval.
3. A budget adoption instrument accompanies the budget authorizing the implementation of the adopted budget.

The Judicial Expense Fund accounts for expenditures made on the Court’s behalf by the Jefferson Parish Council and the Louisiana Supreme Court. These expenditures are budgeted by the Jefferson Parish Council and the Louisiana Supreme Court and expenditures are made at their discretion. During 2023, on behalf payments of \$4,857,677 are recorded in the financial statements of the Court.

Unexpended appropriations lapse at year-end. The Court does not utilize encumbrance accounting. Additional information on the original and final budgets can be found in the Budgetary Comparison Schedules.



**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. Summary of Significant Accounting Policies (continued)**

Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Court 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.

Investments are stated at fair value. These are classified as investments if the original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, which approximates fair value. The Louisiana Asset Management Pool (LAMP) investment, which is an external investment pool administered by a non-profit corporation organized under State of Louisiana law, is reported at net asset value.

Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Additions, improvements, and capital outlays that significantly extend the useful life of an asset are capitalized. The Court has a capitalization threshold of \$1,000. Other costs incurred for repairs and maintenance are expensed as incurred.

Capital assets are recorded in the Statement of Net Position and depreciation is recorded in the Statement of Activities and Changes in Net Position. Since surplus assets are sold for an immaterial amount or scrapped when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings	40 years
Building improvements	20-30 years
Land improvements- parking lots	20 years
Furniture and equipment	5-10 years
Computer equipment	5 years

Accrued Annual and Sick Leave

Individuals that perform services for the Court are employees of Jefferson Parish. Eligible employees of the Juvenile Court for the Parish of Jefferson accrue vacation leave at varying rates based on their years of continuous service. Employees hired before April 26, 1986, may carry forward a maximum of ninety unused vacation days from one year to the next. Employees hired after April 26, 1986, may carry forward a maximum of forty days.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. Summary of Significant Accounting Policies (continued)**

Accrued Annual and Sick Leave (continued)

Employees of the Parish working at the Court accrue sick leave at a rate of 13 days per year. There is no limitation on the amount of sick leave that may be carried forward from one year to the next. At the time of retirement, sick leave can be converted into cash and/or service credit.

All eligible employees' salaries are paid by the Jefferson Parish Council and except as described below, accruals relating to vacation leave are included in the financial statements of the Council. At December 31, 2023, included in accounts payable is \$18,521 for employee annual and sick leave for FINS that is the responsibility of the Court.

Unearned Revenue

Unearned revenue consists of grant revenues not yet expended.

Deferred Inflow of Resources

In addition to liabilities, the balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of resources that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. At December 31, 2023, the Court recognized no deferred inflows of resources.

Fund Balance

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

1. Non-Spendable Fund Balance – amounts that cannot be spent either because they are in a non-spendable form (such as prepaid expenses) or because they are legally or contractually required to be maintained intact. The non-spendable fund balance consists of prepaid expenditures from the Judicial Expense Fund, totaling \$52,511 that is not in spendable form.
2. Restricted Fund Balance – amounts constrained to specific purposes by their providers (such as grantor, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. The restricted fund balance in the FINS Assistance Center fund consists of grant funds restricted for the FINS Assistance Center. The restricted fund balance in the Family Preservation Court fund consists of grant funds restricted for the Family Preservation court program. The restricted fund balance in the Family Preservation fund consists of grant funds restricted for the family preservation program.
3. Committed Fund Balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority by a vote of the Judges of the Court; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint. The committed fund balance in the Judicial Expense Fund consists of funds committed by the Court for courthouse improvements, technology upgrades, and leave payout.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. Summary of Significant Accounting Policies (continued)**

Fund Balance (continued)

4. Assigned Fund Balance – amount a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governmental body delegates the authority such as the Court and its management. The Court had no assigned fund balance as of December 31, 2023.
5. Unassigned Fund Balance – all amounts not included in other spendable classifications.

The Court considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Court considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Court has provided otherwise in its commitment or assignment actions.

Net Position

Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of borrowings for capital asset acquisition, construction, or improvement of those assets, increased by deferred outflows of resources attributable to capital asset acquisition, construction or improvement, and deferred inflows of resources attributable to either capital asset acquisition, construction, or improvement or to capital asset related debt. Capital-related debt or deferred inflows equal to unspent capital asset related debt proceeds or deferred inflows of resources is included in calculating either restricted or unrestricted net position, depending upon whether the unspent amounts are restricted.

Restricted net position is when there are limitations imposed on the use by external parties such as creditors, grantors, laws or regulations of other governments. Restricted net position consists of restricted assets less liabilities related to restricted assets less deferred inflows related to restricted assets. Liabilities and deferred inflows related to restricted assets include liabilities and deferred inflows to be liquidated with restricted assets and arising from the same resource flow that results in restricted assets. 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.

Unrestricted net position is the balance of all other elements in a statement of net position remaining after net investment in capital assets and restricted net position.

Interfund Transactions

Quasi-external transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it, which are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions except quasi-external transactions and reimbursements are reported as transfers.

# JUVENILE COURT FOR THE PARISH OF JEFFERSON

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### 1. Summary of Significant Accounting Policies (continued)

#### Interfund Transactions (continued)

Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

#### Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities 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.

#### New Accounting Pronouncements - Adopted

The Court adopted the Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. Under this Statement, lease contracts as defined, are financing of the right to use an underlying asset. A lessor is required to recognize a lease receivable and a deferred inflow of resources, and a lessee recognizes a lease liability and intangible right-to-use asset, thereby enhancing the relevance and consistency of information about governments' leasing activities. Lease receivables as well as lease liabilities are measured at the present value of lease payments over the term of each respective contract. Options to renew the lease are included in the lease term if reasonably certain to be exercised.

The adoption of this standard has no material effect on the Court's financial statements. Beginning net position of the Court was not impacted as a result of this statement's implementation.

The Court has implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITA). Under this Statement, SBITA, as defined, are financings of the right to use an underlying IT asset. SBITA liabilities are measured at the present value of SBITA payments over the term of each respective contract. Options to renew the SBITA are included in the lease term if reasonably certain to be exercised. The right-to-use IT asset may also include certain implementation phase costs.

The adoption of this standard has no material effect on the Court's financial statements. Beginning net position of the Court was not impacted as a result of this statement's implementation.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**2. Cash and Cash Equivalents**

At December 31, 2023, the Court has cash and cash equivalents as follows.

	<u>Governmental funds</u>	<u>Fiduciary funds</u>	<u>Total</u>
Demand deposits	\$ 177,440	\$ 116,051	\$ 293,491
Cash on hand	600	-	600
	<u>\$ 178,040</u>	<u>\$ 116,051</u>	<u>\$ 294,091</u>

Under state law, these deposits (or the resulting bank balances) must be insured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial credit risk is the risk that in the event of a bank failure, the Court's deposits may not be returned to it under state law. At December 31, 2023, the Court's deposits had a carrying amount of \$294,091 and a bank balance of \$314,114, all of which was covered by federal depository insurance of \$250,00 and collateral insurance of \$65,396.

**3. Investments**

The investments of \$538,064 consist solely of funds held by LAMP. LAMP is an external investment pool administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33.2955

LAMP is a 2a7- like investment pool. The following facts are relevant for 2a7- like investment pools.

- Credit risk: LAMP is rated AAA by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days.
- Foreign currency risk: Not applicable to 2a7- like pools.

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**3. Investments (continued)**

The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the State Treasurer and the Board of Directors. LAMP is not registered with the SEC as an investment company. An annual audit of LAMP is conducted by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of LAMP. LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 650 Poydras Street, Suite 2220, New Orleans, LA 70130.

**4. Capital Assets**

The following is a summary of changes in capital assets of governmental activities during the year:

	<u>Balance at January 1, 2023</u>	<u>Additions</u>	<u>Retirements / Reclassifications</u>	<u>Balance at December 31, 2023</u>
Office Building	\$ 777,876	\$ 10,943	\$ (2,002)	\$ 786,817
	4,488,320	14,782	-	4,503,102
Total	5,266,196	25,725	(2,002)	5,289,919
Accumulated depreciation	(1,920,489)	(246,964)	2,002	(2,165,451)
Capital assets, net	<u>\$ 3,345,707</u>	<u>\$ (221,239)</u>	<u>\$ -</u>	<u>\$ 3,124,468</u>

Depreciation expense for the year ending December 31, 2023, totaled \$246,964 and is charged to Judicial Expense function in the statement of activities.

**5. Expenses of the Court Paid by Others**

Salaries, wages, and related benefits of individuals working for the Court, along with insurance and miscellaneous expenditures, are paid by Jefferson Parish. The Judges of the Court receive compensation from the State of Louisiana Judicial Branch, at a rate determined by state statute. Payroll and related expenditures of \$4,857,677 were paid by Jefferson Parish and the State of Louisiana on behalf of the Court for the year ended December 31, 2023 and are included in the accompanying financial statements of the Judicial Expense Fund.

All eligible employees of Jefferson Parish working for the Court are members of the Parochial Employees' Retirement System of Louisiana, and the Employees' Retirement System of Jefferson Parish, Louisiana. All costs relating to pension contributions are paid by the Jefferson Parish Council; unless they are for grant employees that the Court must cover. Therefore, some such costs are not included in the accompanying financial statements but are included in the financial statements of the Jefferson Parish Council.

# JUVENILE COURT FOR THE PARISH OF JEFFERSON

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

### **6. Economic Dependency**

The Court receives the majority of its revenue from funds provided through the Parish of Jefferson, the State of Louisiana, and the federal government. The grant amounts and funding are appropriated each year by the respective governmental agency. If significant budget cuts are made at the federal, state, or local level, the amount of funds the Court receives could be reduced significantly and have an adverse impact on its operations. For the year ended December 31, 2023, \$384,017 of the Court's grant revenues were from the U.S. Department of Health and Human Services (Title IV-E funds).

### **7. Child Support Court Costs**

The Court collects court costs under the provisions of the Louisiana Children's Code, specifically LSA-Ch. C. art 405D. Under the provisions of this statute, effective July 31, 1995, the Court assesses and collects court costs equal to 5% of all periodic child support payments paid through the registry of the Court. These payments are made by the paying parents in addition to their normal child support payment. Effective April 1, 2000, this statute was amended and requires all child support payments to be sent to one central address in the State. Court costs are remitted to the Court from the State once a month for payments made on their behalf. For the year ending December 31, 2023, the Court received \$1,168,366 from the State in Child Support court costs located on the Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds in the Judicial Expense Fund.

### **8. Contingency**

The Court participates in a number of federal and state programs which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Court has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable as of December 31, 2023, might be impaired. In the Court's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds.

**REQUIRED SUPPLEMENTARY INFORMATION**



**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET TO ACTUAL - JUDICIAL EXPENSE FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget		Actual	Variance
	Original	Final		with Final Budget
Revenues				
Cost, fees and fines	\$ 1,134.705	\$ 1,139.205	\$ 1,203,209	\$ 64.004
Grant revenues	450.000	320.000	384,017	64.017
Intergovernmental	3,896.847	3,896.847	3,863,068	(33.779)
Interest income	7.000	26.500	27,136	636
Total	<u>5,488.552</u>	<u>5,382.552</u>	<u>5,477,430</u>	<u>94.878</u>
Expenditures				
Current.				
Administrative	5,265.297	5,293,397	5,106,058	187.339
Program	165.000	121,500	167,968	(46.468)
Capital outlay	210.000	130,000	25,725	104.275
Total expenditures	<u>5,640.297</u>	<u>5,544,897</u>	<u>5,299,751</u>	<u>245.146</u>
Excess (deficiency) of revenues over (under) expenditures	(151.745)	(162,345)	177,679	340.024
Other financing sources (uses)				
Transfers in	377.380	276,063	333,178	57.115
Transfers out	(457.000)	(346,500)	(448,683)	(102.183)
Total other financing sources (uses)	<u>(79.620)</u>	<u>(70,437)</u>	<u>(115,505)</u>	<u>(45.068)</u>
Excess (deficiency) of revenue and other financing sources over (under) expenditures and other financing uses	(231.365)	(232.782)	62,174	<u>\$ 294.956</u>
Fund balance, beginning of year	871.119	871,119	871,119	
Fund balance, end of year	<u>\$ 639.754</u>	<u>\$ 638,337</u>	<u>\$ 933,293</u>	

Note: The Actual on a Budgetary Basis amounts above reflect the modified accrual basis of accounting, except that on-behalf payments for the Judges salaries \$640,383 are not reflected above in the budgeted and actual revenues and expenditures

See accompanying independent auditors' report.

SCHEDULE 1

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - DRUG COURT EXPENSE FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget		Actual	Variance
	Original	Final		with Final Budget
Revenues				
Cost, fees and fines	\$ -	\$ -	\$ -	\$ -
Grant revenues	-	-	9,147	9,147
Total	-	-	9,147	9,147
Expenditures				
Current.				
Program	-	-	899	(899)
Total expenditures	-	-	899	(899)
Excess (deficiency) of revenues over (under) expenditures	-	-	8,248	8,248
Other financing sources (uses)				
Transfers in	-	-	899	899
Transfers out	-	-	(11,608)	(11,608)
Total other financing sources (uses)	-	-	(10,709)	(10,709)
Excess (deficiency) of revenue and other financing sources over (under) expenditures and other financing uses	-	-	(2,461)	<u>\$ 9,147</u>
Fund balance, beginning of year	2,461	2,461	2,461	
Fund balance, end of year	<u>\$ 2,461</u>	<u>\$ 2,461</u>	<u>\$ -</u>	

See accompanying independent auditors' report.

SCHEDULE 2

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - FINS ASSISTANCE CENTER EXPENSE FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget		Actual	Variance
	Original	Final		with Final Budget
Revenues				
Grant revenues	\$ 113,892	\$ 113,892	\$ 113,892	\$ -
Intergovernmental	620,808	620,808	574,939	(45,869)
Total	<u>734,700</u>	<u>734,700</u>	<u>688,831</u>	<u>(45,869)</u>
Expenditures				
Current.				
Program	899,700	869,700	803,076	66,624
Total expenditures	<u>899,700</u>	<u>869,700</u>	<u>803,076</u>	<u>66,624</u>
Excess (deficiency) of revenues over (under) expenditures	(165,000)	(135,000)	(114,245)	20,755
Other financing sources (uses)				
Transfers in	165,000	135,000	110,257	(24,743)
Total other financing sources (uses)	<u>165,000</u>	<u>135,000</u>	<u>110,257</u>	<u>(24,743)</u>
Excess (deficiency) of revenue and other financing sources over (under) expenditures and other financing uses	-	-	(3,988)	<u>\$ (3,988)</u>
Fund balance, beginning of year	8,413	8,413	8,413	
Fund balance, end of year	<u>\$ 8,413</u>	<u>\$ 8,413</u>	<u>\$ 4,425</u>	

See accompanying independent auditors' report.

SCHEDULE 3

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - FAMILY PRESERVATION COURT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget		Actual	Variance
	Original	Final		with Final Budget
Revenues				
Grant revenues	\$ 40,000	\$ 47,500	\$ 43,173	\$ (4,327)
Total	<u>40,000</u>	<u>47,500</u>	<u>43,173</u>	<u>(4,327)</u>
Expenditures				
Current.				
Program	55,000	83,317	59,180	24,137
Total expenditures	<u>55,000</u>	<u>83,317</u>	<u>59,180</u>	<u>24,137</u>
Excess (deficiency) of revenues over (under) expenditures	(15,000)	(35,817)	(16,007)	19,810
Other financing sources (uses)				
Transfers in	15,000	35,817	15,957	(19,860)
Total other financing sources (uses)	<u>15,000</u>	<u>35,817</u>	<u>15,957</u>	<u>(19,860)</u>
Excess (deficiency) of revenue and other financing sources over (under) expenditures and other financing uses	-	-	(50)	<u>\$ (50)</u>
Fund balance, beginning of year	-	-	50	
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

See accompanying independent auditors' report.

SCHEDULE 4

**ADDITIONAL SUPPLEMENTARY INFORMATION**

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**  
**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER**  
**PAYMENTS TO THE AGENCY HEAD**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Agency Head Name:** Honorable Barron Burmaster, Judge, Section C

<u>Purpose</u>	<u>Amount</u>
Salary	\$ -
Benefits - health insurance	-
Benefits - retirement	-
Deferred compensation	-
Benefits - liability insurance	3,270
Benefits - life insurance	-
Benefits - long term disability	-
Benefits - FICA & medicare	-
Car allowance	-
Vehicle provided by the agency	-
Cell phone	-
Dues	557
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel - mileage	1,261
Registration fees	-
Conference travel	-
Unvouchered expenses	-
Meetings and conventions	-
Other	-
	<hr/>
Total	<u>\$ 5,088</u>

See accompanying independent auditors' report

SCHEDULE 5

# Justice System Funding Schedule - Collecting/Disbursing Entity

## As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
<b>Entity Name</b>	Jefferson Parish Juvenile Court	
<b>LLA Entity ID #</b> (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)		
<b>Date that reporting period ended</b> (mm/dd/yyyy)	Friday, December 31, 2023	
	<b>First Six Month Period Ended 06/30/23</b>	<b>Second Six Month Period Ended 12/31/23</b>
<b>Cash Basis Presentation</b>		
<b>1. Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	126,396	135,528
<b>2. Add: Collections</b>		
<b>a</b> Bonds	73,400	44,120
<b>b</b> Abstract Costs	48	68
<b>c</b> Judicial College Fund	128	121
<b>d</b> Traffic Fines/Fees	14,709	17,542
<b>e</b> CMIS-Court	9	-
<b>f</b> CMIS-Traffic	900	1,032
<b>g</b> Court Fines	200	180
<b>h</b> Building Fund Service-Court	21	-
<b>i</b> Building Fund Service-Traffic	2,107	2,408
<b>j</b> Off Duty Officer-Court	24	-
<b>k</b> Off Duty Officer-Traffic	2,403	2,752
<b>l</b> Indigent Special Assessment-Court	125	-
<b>m</b> Indigent Special Assessment-Traffic	405	765
<b>n</b> Probation Fee	186	-
<b>o</b> PDO Reimbursement Fee Legal	135	-
<b>p</b> Non-Support Fines	163	66
<b>q</b> Service/Collection Fees -Online Convenience Fees	293	358
<b>r</b> Interest Earnings on Collected Balances	-	-
<b>s</b> Other <i>(do not include collections that fit into more specific categories above)</i>	4,064	4,065
<b>t Subtotal Collections</b>	<b>99,319</b>	<b>73,476</b>

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

Jefferson Parish Finance Dept-(Bldg Fund Service, Off-Duty Officers & Probation Fees)	7,546	4,950
Jefferson Parish Juvenile Court-(Traffic Fines & Fees, Online Fee, Contempt & Abstract Fees)	15,724	19,229
Jefferson Parish Juvenile Court-(Drug Court Fees)	-	-
Jefferson Parish Public Defender-(PDO Fee, Indigent Special Assessment(court & traffic)	800	765
State of Louisiana-(Judicial College Fees, CMIS (court & traffic)	1,017	1,159
Agency name/collection type	-	-

**4. Less: Amounts Retained by Collecting Agency**

<b>a</b> Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
<b>b</b> Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
<b>c</b> Amounts "Self-Disbursed" to Collecting Agency (must include a separate line for each collection type, as applicable ) - Example: Criminal Fines - Other (Additional rows may be added as necessary )	-	-

**5. Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies**

<b>a</b> Civil Fee Refunds	-	-
<b>b</b> Bond Fee Refunds	65,100	75,600
<b>c</b> Restitution Payments to Individuals (additional detail is not required)	-	-
<b>d</b> Other Disbursements to Individuals (additional detail is not required)	-	-
<b>e</b> Payments to 3rd Party Collection/Processing Agencies	-	-

<b>6. Subtotal Disbursements/Retainage</b>	90,186	101,703
--------------------------------------------	--------	---------

<b>7. Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	135,528	107,301
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<b>8. Ending Balance of "Partial Payments" Collected but not Disbursed (only applies if collecting agency does not disburse partial payments until fully collected ) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.</b>	-	-
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**9. Other Information:**

<b>a</b> Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance )	674	987
<b>b</b> Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service )	111,296	411



# Justice System Funding Schedule - Receiving Entity

## As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information	
Entity Name	Jefferson Parish Juvenile Court
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	
Date that reporting period ended (mm/dd/yyyy)	Friday, December 31, 2023

If legally separate court funds are required to be reported, a separate receiving schedule should be prepared for each fund. Examples

### Cash Basis Presentation

First Six Month Period Ended 06/30/23	Second Six Month Period Ended 12/31/23
---------------------------------------------	----------------------------------------------

#### 10. Receipts From: (Must include one agency name and one collection type - see below - on each line)

Jefferson Parish Juvenile Abstract Cost	36	68
Jefferson Parish Juvenile Court-Court Fines	230	200
Jefferson Parish Juvenile Court-Online Convenience Fees	99	157
Jefferson Parish Juvenile Court-Traffic Fines/Fees	15,479	18,092
Jefferson Parish Juvenile Court-Bonds	73,400	44,120
Jefferson Parish Non-Support Fines	144	66
Agency name/collection type	-	-
Agency name/collection type	-	-
<b>Subtotal Receipts</b>	<b>89,387</b>	<b>62,703</b>

#### 11. Ending Balance of Amounts Assessed but Not Received (only applies to those agencies that assess on behalf of themselves, such as courts)

3,056	5,241
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Collection Types to be used in the "Receipts From:" section above	
a	Civil Fees
b	Bond Fees
c	Asset Forfeiture/Sale
d	Pre-Trial Diversion Program Fees
e	Criminal Court Costs/Fees
f	Criminal Fines - Contempt
g	Criminal Fines - Other
h	Restitution
i	Probation/Parole/Supervision Fees
j	Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
k	Interest Earnings on Collected Balances
l	Other (do not include collections that fit into more specific categories above)

**OTHER REPORT**



**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**

Judges of the Court  
Juvenile Court for the Parish of Jefferson  
Jefferson Parish, 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 the Juvenile Court for the Parish of Jefferson (the Court) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements, and have issued our report thereon dated June 4, 2024.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Court's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Court'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 and therefore material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Court'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed 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.

*Richard CPAS*

Metairie, Louisiana  
June 4, 2024

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**SCHEDULE OF FINDINGS AND RESPONSES**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

**1. Summary of Independent Auditors' Results**

Financial Statements

(a) The type of report issued on the basic financial statements: **Unmodified**

(b) Internal control over financial reporting:

Material weakness(es) identified: **None reported**

Significant deficiency(ies) identified: **None reported**

(c) Noncompliance which is material to the basic financial statements: **None reported**

**2. Findings relating to the basic financial statements reported in accordance with *Government Auditing Standards***

None

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**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**

**LOUISIANA LEGISLATIVE AUDITOR – STATEWIDE**  
**AGREED-UPON PROCEDURES REPORT**

**DECEMBER 31, 2023**

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RICHARD  CPAS

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**  
**HARVEY, LOUISIANA**

**LOUISIANA LEGISLATIVE AUDITOR – STATEWIDE**  
**AGREED-UPON PROCEDURES REPORT**

**DECEMBER 31, 2023**

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**TABLE OF CONTENTS**

	<u>Page</u>
<u>Independent Accountants' Report on Applying Agreed-Upon Procedures</u>	1
<u>Schedule A: Agreed-Upon Procedures Performed and Associated Findings</u>	2-18





**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023.**

To the Judges of Juvenile Court for the Parish of Jefferson and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023, through December 31, 2023. The Juvenile Court for the Parish of Jefferson's management is responsible for those C/C areas identified in the SAUPs.

Juvenile Court for the Parish of Jefferson has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023, through December 31, 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 we performed, and the associated findings are summarized in the attached Schedule A, which is an integral part of this report.

We were engaged by Juvenile Court for the Parish of Jefferson 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 Juvenile Court for the Parish of Jefferson 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.

*Richard CPAS*

Metairie, Louisiana  
June 4, 2024

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

**PROCEDURES (SCHEDULE A)**

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read “*no exception noted*” or for step 25 “*we performed the procedure and discussed the results with management*”. If not, then a description of the exception ensues.

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

---

A. 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:

- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

*No exceptions were found as a result of this procedure.*

- ii. ***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.

*No exceptions were found as a result of this procedure.*

- iii. ***Disbursements***, including processing, reviewing, and approving.

*No exceptions were found as a result of this procedure.*

- iv. ***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).

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- v. ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

***No exceptions were found as a result of this procedure.***

- vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

***No exceptions were found as a result of this procedure.***

- vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

***No exceptions were found as a result of this procedure.***

- viii. ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

***No exceptions were found as a result of this procedure.***

- ix. ***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.

***No exceptions were found as a result of this procedure.***

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

***No exceptions were found as a result of this procedure.***

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- xi. ***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.

***No exceptions were found as a result of this procedure.***

- xii. ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

***No exceptions were found as a result of this procedure.***

**2) Board or Finance Committee**

---

- A. 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
- i. 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 were found as a result of this procedure.***

- ii. 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 not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

***No exceptions were found as a result of this procedure.***

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- iii. 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 were found as a result of this procedure.*

- iv. Observe whether the board/finance committee received written updates 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 were found as a result of this procedure.*

**3) Bank Reconciliations**

---

- A. 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:

- i. 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);

*No exceptions were found as a result of this procedure.*

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

*No exceptions were found as a result of this procedure.*

- iii. 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.

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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

---

- A. 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).

*No exceptions were found as a result of this procedure.*

- B. 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 there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

- i. Employees responsible for cash collections do not share cash drawers/registers;

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- C. 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 in force during the fiscal period.

*No exceptions were found as a result of this procedure.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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:

- i. Observe that receipts are sequentially pre-numbered.

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

- iv. 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).

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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

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

*No exceptions were found as a result of this procedure.*

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

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*



**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- v. 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 were found as a result of this procedure.*

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

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

*No exceptions were found as a result of this procedure.*

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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

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

*No exceptions were found as a result of this procedure.*

- B. 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
- i. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- C. Using the monthly statements or combined statements selected under #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). 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 observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions were found as a result of this procedure*

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

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- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. 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 were found as a result of this procedure*

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

*No exceptions were found as a result of this procedure.*

- iii. 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 Policies and Procedures procedure #1A(vii); and

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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

*No exceptions were found as a result of this procedure.*

**8) Contracts**

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A. 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

- i. 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 were found as a result of this procedure.*

- ii. 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 were found as a result of this procedure.*

- iii. 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, the documented approval); and

*No exceptions were found as a result of this procedure.*

- iv. 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 were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

**9) Payroll and Personnel**

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- A. 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 were found as a result of this procedure.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:
- i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

*No exceptions were found as a result of this procedure.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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

*No exceptions were found as a result of this procedure.*

- D. 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 were found as a result of this procedure.*

**10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

*No exceptions were found as a result of this procedure.*

- ii. 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.

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

**11) Debt Service**

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

*The above procedure is not applicable, as the Court does not have any debt.*

- B. 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).

*The above procedure is not applicable, as the Court does not have any debt.*

**12) Fraud Notice**

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- A. 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 as required by R.S. 24:523.

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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

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A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

***We performed the procedure and discussed the results with management.***

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

***We performed the procedure and discussed the results with management.***

- iii. 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.

***We performed the procedure and discussed the results with management.***

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

***We performed the procedure and discussed the results with management.***



**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S.42:1267. The requirements are as follows:
- Hired before June 9, 2020 – completed the training; and
  - Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*We performed the procedure and discussed the results with management.*

***14) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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 were found as a result of this procedure.*

- B. 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 were found as a result of this procedure.*

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

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

*No exceptions were found as a result of this procedure.*

- ii. Number of sexual harassment complaints received by the agency;

*No exceptions were found as a result of this procedure.*

**JUVENILE COURT FOR THE PARISH OF JEFFERSON**

**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

- v. Amount of time it took to resolve each complaint.

*No exceptions were found as a result of this procedure.*