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**RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA**

Financial Report

Year Ended September 30, 2003

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

Release Date 4-21-04

CITY COURT OF RAYNE, LOUISIANA

**Annual Financial Statements
As of and for the Year Ended September 30, 2003**

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ALEX LACROIX
CITY MARSHAL

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's discussion and analysis (MD&A) is a required element of the new reporting model adopted by the Governmental Accounting Standards Board in their Statement No. 34. Its purpose is to provide an overview of the financial activities of the Marshal's office based on currently known facts, decisions or conditions.

The basic financial statements include government-wide and government fund statements. The government-wide Statement of Net Assets and Statement of Activities present information for all the activities of the Marshal's office from an economic resources measurement focus using the accrual basis of accounting. There are no differences for our office since all capitalized assets are owned and maintained by the City of Rayne.

The Marshal's office at September 30, 2003 had \$4,972 in cash on hand. This office is debt free other than normal trade payables.

The charge for services from fines and bond forfeitures were \$11,882, a slight decrease over the prior year. These charges are directly related to the number of citations issued by the Rayne Police Department. Total expenses were \$13,925 which was an increase of 7%.

Overall the office remains fiscally consistent.

Brupbacher & Associates

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INDEPENDENT AUDITORS REPORT

The Honorable Alex Lacroix, Marshal
Rayne City Marshal's Fund
Rayne, Louisiana

We have audited the accompanying basic financial statements of the Rayne City Marshal's Fund, a component unit of City of Rayne, as of and for the year ended September 30, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of the Rayne City Marshal's Fund, Rayne Louisiana, management. Our responsibility is to express an opinion on these financial statements based on our audit.

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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Rayne City Marshal's Fund, Rayne, Louisiana, at September 30, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1 to the basic financial statements, the City adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – For State and Local Governments*, Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*, Statement No. 37, *Basic Financial Statements – And Management's Discussion and Analysis – For State and Local Governments: Omnibus*, Statement No. 38, *Certain Financial Statement Note Disclosures*, and Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*. This results in a change in the format and content of the basic financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 3, 2004 on our consideration of the Rayne City Marshal's Fund internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The management's discussion and analysis on page 2 is not a required part of the basic financial statements but is supplementary information required by the Governmental Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

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The Honorable Alex Lacroix, Marshal
Rayne City Marshal's Fund
Rayne, Louisiana

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying data listed as supplementary information in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Rayne City Marshal's Fund. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, the information is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Brupbacher & Associates
Brupbacher & Associates
A Professional Accounting Corporation

Rayne, Louisiana
March 3, 2004

Basic Financial Statements

RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA

Exhibit A

Statement of Net Assets
September 30, 2003

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 6,170
Accounts Receivable	<u>989</u>
Total Assets	<u>\$ 7,159</u>
NET ASSETS	<u><u>\$ 7,159</u></u>

The accompanying notes are an integral part of this statement.

RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA

Exhibit B

STATEMENT OF ACTIVITIES
September 30, 2003

	<u>Governmental Activities</u>
Expenditures	
Auto expense	\$ 5,310
Clerk Fees	3,200
Deputy Clerk Fees	4,935
Dues and subscriptions	20
Educational Materials/Seminars	200
Supplies	260
Total Expenditures	<u>\$ 13,925</u>
Program Revenues:	
Service Fees	<u>\$ 11,882.00</u>
Change in Net Assets	\$ (2,043.00)
Net Assets - Beginning of the Year	<u>\$ 9,202</u>
Net Assets - End of Year	<u><u>\$ 7,159</u></u>

The accompanying notes are an integral part of this statement.

Fund Financial Statements

RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA

Exhibit C

BALANCE SHEET - GOVERNMENTAL FUNDS
September 30, 2003

	<u>2003</u>
ASSETS	
Cash	\$ 6,170
Accounts Receivable	<u>989</u>
Total Assets	<u>\$ 7,159</u>
FUND BALANCE	<u>\$ 7,159</u>

The accompanying notes are an integral part of this statement.

RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA

Exhibit D

STATEMENT OF GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
September 30, 2003

	<u>2003</u>
Revenues:	
Service Fees	<u>\$ 11,882</u>
Expenditures	
Auto expense	\$ 5,310
Clerk Fees	3,200
Deputy Clerk Fees	4,935
Dues and subscriptions	20
Educational Materials/Seminars	200
Supplies	260
Total Expenditures	<u>\$ 13,925</u>
Excess (deficiency) of revenues over expenditures	\$ (2,043.00)
Prior Period Adjustment	-
Beginning of the Year	<u>\$ 9,202</u>
End of Year	<u>\$ 7,159</u>

*Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance
of Governmental Activities:*

There are no reconciliation items at September 30, 2003.

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
September 30, 2003

Note 1. Summary of Significant Accounting Policies

Basis of Presentation

The accompanying basic financial statements of the Rayne City Marshal's Fund have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis – for State and Local Governments*, Issued in June 1999.

Financial Reporting Entity:

The City Marshal is an independently elected official and is a part of the operations of the City Court system. The Rayne City Marshal's Fund is fiscally dependent on the City of Rayne for office space and courtrooms. The Rayne City Marshal's Fund is a component unit of the City of Rayne, and is included in the City of Rayne's general purpose financial statement for the year ended September 30, 2003.

Fund Accounting:

The accounting system of the Rayne City Marshal's Fund is organized and operated on a fund basis whereby a separate self-balancing set of accounts is maintained for the purpose of carrying on certain activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Basis of Accounting:

The modified accrual basis of accounting is utilized whereby revenues are recognized when they become available and measurable and expenditures when they are incurred.

Vacation and Sick Leave:

The Rayne City Marshal's Fund has no vacation or sick leave policies as of September 30, 2003.

Note 2. Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Assets (Statement A) and the column labeled Statement of Activities (Statement B) display information about the court as a whole. These statements include all the financial activities of the court. Information contained in these columns reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

RAYNE CITY MARSHAL'S FUND
RAYNE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
September 30, 2003

Note 3. Cash & cash equivalents

The Rayne City Marshal's Fund bank balance of deposits with financial institutions amounted to \$4,972 at September 30, 2003 and are fully insured.

Cash consists of funds in non-interest bearing checking accounts. The Rayne City Marshal's Fund has no cash equivalents such as time deposits and money market accounts.

Note 4. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could vary from these estimates.

Note 5. Capital Assets

All capital assets are owned and maintained by the City of Rayne.

Note 6. Expenses of Rayne City Marshal's Fund not included in this report

The accompanying financial statements do not include certain expenses of the Rayne City Marshal's Fund which are paid out of the funds of the City of Rayne.

Note 7. Litigation

The Rayne City Marshal's Fund has no threatened or pending litigation against it as of September 30, 2003.

Note 8. Related Party Transactions

At September 30, 2003 there are no related party transactions and related amounts receivable or payable.

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

The Honorable Alex Lacroix, Marshal
Rayne City Marshal's Fund
Rayne, Louisiana

We have audited the financial statements of Rayne City Marshal's Fund, as of and for the year ended September 30, 2003, and have issued our report thereon dated March 3, 2004. 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.

Compliance

As part of obtaining reasonable assurance about whether Rayne City Marshal's Fund's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial 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 one instance of noncompliance that is required to be reported under *Government Auditing Standards* and is described in the accompanying summary schedule of current audit findings as item 2003-1.

Internal Control Over Financial Reporting

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

This report is intended solely for the information and use of management, others in the organization and the Office of the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Brupbacher & Associates

Brupbacher & Associates
A Professional Accounting Corporation

Rayne, Louisiana
March 3, 2004

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Other Supplemental Information

Rayne City Marshal's Fund
Rayne, Louisiana

Schedule of Findings
Year Ended September 30, 2003

PART I. SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Auditor's Report

An unqualified opinion has been issued on the Rayne City Marshal's Fund general purpose financial statements as of and for the year ended September 30, 2003.

Reportable Conditions - Financial Reporting

There were no reportable conditions.

Material Noncompliance - Financial Reporting

An instance of noncompliance was disclosed during the audit of the basic financial statements and is shown as item 2003-1 in Part II.

FEDERAL AWARDS

The Rayne City Marshal's Fund received no federal awards during the year ended September 30, 2003 therefore an audit under the provisions of OMB Circular A-133 was not applicable.

PART II. FINDING RELATING TO AN AUDIT IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

2003-1 Noncompliance with Budget Law

Finding:

Rayne City Marshal's Fund did not prepare and adopt a budget for the General Fund for the year ended September 30, 2003 as required by R.S. 39:1305.

Recommendation:

Rayne City Marshal's Fund should prepare and adopt an annual budget in accordance with the provisions of R.S. 39:1305.

Rayne City Marshal's Fund
Rayne, Louisiana

Corrective Action Plan
Year Ended September 30, 2003

Response to Findings:

2003-1 Noncompliance with Budget Law

Rayne City Marshal's Fund will prepare and adopt a budget for the General Fund and will comply with the provisions of R.S. 39:1305 in all future years.