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**CITY OF NATCHITOCHEs, CITY MARSHAL**  
**ANNUAL FINANCIAL REPORT**  
**DECEMBER 31, 1999**

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 8-2-00

City of Natchitoches, City Marshal  
December 31, 1999

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# *Johnson, Thomas & Cunningham*

*Certified Public Accountants*

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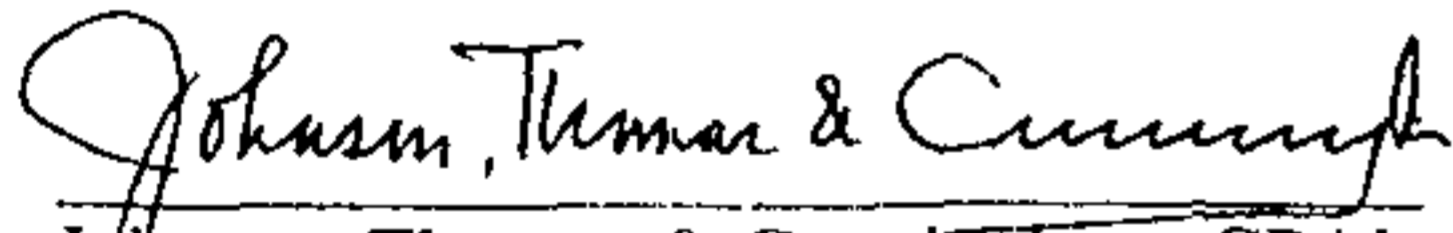
*Fax (318) 352-4447*

## INDEPENDENT ACCOUNTANTS' REPORT

Alton Rachal  
City of Natchitoches, City Marshal  
P. O. Box 303  
Natchitoches, LA 71458-0303

We have compiled the accompanying general purpose financial statements of the City Marshal, City of Natchitoches, Louisiana, a component unit of the City of Natchitoches as of December 31, 1999, and for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the modified-accrual basis of accounting, which is the generally accepted accounting method established by the Governmental Accounting Standards Board for governmental units.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or any other form of assurance on them.

  
Johnson, Thomas & Cunningham, CPA's

June 28, 2000  
Natchitoches, Louisiana

**GENERAL PURPOSED FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)**

City of Natchitoches City Marshal  
Natchitoches, Louisiana

Combined Balance Sheet- Fund Type and Account Group  
December 31, 1999

	<u>Governmental</u> <u>Fund Type</u> General Fund	<u>Fiduciary</u> <u>Fund Type</u> Civil Fund	<u>Account Group</u> General Fixed Assets	<u>Totals</u> <u>(Memorandum Only)</u> <u>1999</u>
<u>Assets</u>				
Cash	\$27,930	\$43,819	\$ 0	\$71,749
Receivables	0	0	0	0
Equipment	<u>0</u>	<u>0</u>	<u>4,399</u>	<u>4,399</u>
Total Assets	<u>\$27,930</u>	<u>\$43,819</u>	<u>\$4,399</u>	<u>\$76,148</u>
<u>Liabilities</u>				
Unsettled Deposits	\$ 0	\$43,819	\$ 0	\$43,819
Accounts Payable	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Liabilities	<u>\$ 0</u>	<u>\$43,819</u>	<u>\$ 0</u>	<u>\$43,819</u>
<u>Fund Equity</u>				
Investment in General Fixed Assets	\$ 0	\$ 0	\$4,399	\$ 4,399
Fund Balance-Unreserved- Undesignated	<u>27,930</u>	<u>0</u>	<u>0</u>	<u>27,930</u>
Total Fund Equity	<u>\$27,930</u>	<u>\$ 0</u>	<u>\$4,399</u>	<u>\$32,329</u>
Total Liabilities & Fund Equity	<u>\$27,930</u>	<u>\$43,819</u>	<u>\$4,399</u>	<u>\$76,148</u>

See accompanying notes and accountant's report.

City of Natchitoches City Marshal  
Natchitoches, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance--  
Governmental Fund Type--General Fund  
Year Ended December 31, 1999

	General Fund <u>1999</u>
<b>REVENUES:</b>	
Fines & Forfeits	\$274,750
Miscellaneous	<u>    439</u>
Total Revenues	<u>\$275,189</u>
<b>EXPENDITURES:</b>	
Current-	
General Government	\$ 31,592
External Appropriations	<u>237,056</u>
Total Expenditures	<u>\$268,648</u>
Excess (Deficiency) of Revenues Over Expenditures	\$ 6,541
Fund Balance-Beginning of Year	<u>21,389</u>
Fund Balance-End of Year	<u>\$ 27,930</u>

See accompanying notes and accountant's report.

**NOTES TO FINANCIAL STATEMENTS**

## City Marshal, City of Natchitoches, LA

## Notes to Financial Statements

December 31, 1999

**1. The Reporting Entity:**

As provided by Louisiana Statute, the City Marshal administers the Court system of the City of Natchitoches, Louisiana. The City Marshal is elected to a term of six years.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental accounting and financial reporting standards. The codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local government.

The City Marshal prepares its financial statements in accordance with the standards established by the GASB. GASB Codification Section 2100 establishes criteria for determining the governmental reporting entity and has defined the governmental reporting entity to be the City of Natchitoches. The accompanying statements present only transactions of the City Marshal, a component unit of the City of Natchitoches, Louisiana.

**2. Summary of Significant Accounting Policies:**

The accounting and reporting policies of the City Marshal conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517.

As the governing authority of the city, for reporting purposes, the City of Natchitoches, Louisiana, is the financial reporting entity for the local government. The financial reporting entity consists of (a) the primary government (city), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the City of Natchitoches, Louisiana, for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability.

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



## City Marshal, City of Natchitoches, LA

Notes to Financial Statements  
December 31, 1999

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

Because the City Marshal is fiscally dependent on the City of Natchitoches, it was determined to be a component unit of the city, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Marshal and do not present information on the city, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

The following is a summary of certain significant accounting principles and practices-

**Fund Accounting:**

The accounts of the City Marshal are organized on the basis of a fund and account groups, each of which is considered a separate accounting entity. The operations of the fund or account groups are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, revenues and expenditures. Resources are allocated to the fund or account group based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The fund presented in this report is described as follows:

**Governmental Fund:**

**General Fund.** The General Fund is the general operating fund of the Marshal. It is used to account for all financial resources of the Marshal's office.

**Fiduciary Fund Type-Agency Fund:**

**Civil Fund.** The Civil Fund is used to account for assets held as an agent for individuals and other parties. Agency funds are custodial in nature, assets equal liabilities, and do not involve measurement of results of operations.

**Fixed Assets and Long-term Liabilities-**

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. The governmental fund is accounted for on a spending or "financial flow" measurement focus and only current assets and liabilities are generally included on its balance sheet.

Fixed assets used in the governmental fund operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in the general fund.

City Marshal, City of Natchitoches

Notes to Financial Statements  
December 31, 1999

These assets are recorded as expenditures in the General Fund when purchased. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost.

Long-term obligations expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental fund. The City Marshal had no long-term liabilities at December, 1999.

The two account groups are not "funds". They are concerned only with the measurement of financial position, not with measurement of results of operations.

**Basis of Accounting:**

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

The modified accrual basis of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means that 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. Court fines are recognized when received because they are not objectively measurable. Expenditures are recorded when the related fund liability is incurred.

The City Marshal does not employ the use of "Encumbrance accounting".

**Total Columns on Combined Statements-Overview:**

Total columns on the combined statements - overview are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis.

**Budgetary Practices:**

As an officer of the court, the City Marshal is not required to submit a budget.

City Marshal, City of Natchitoches

Notes to Financial Statements  
December 31, 1999

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 differ from those estimates.

Investments:

The Marshal does not have any investments other than cash invested in interest bearing checking accounts.

**3. Pension Plan:**

Employees of the Marshal's office are members of the Louisiana Municipal Employees Retirement System. The City of Natchitoches pays the retirement costs for the Marshal's employees into the fund. Neither the City nor the Marshal guarantee the benefits granted by the retirement system.

**4. General Fixed Assets:**

A summary of changes in general fixed assets is shown in the account group section of the report.

**5. Litigation:**

The Marshal is not a party in any litigation seeking damages for the year ended December 31, 1999.

**6. Related Party Transactions:**

The Marshal had no related party transactions for the year ended December 31, 1999.

**7. Expenses Paid by Other Governmental Units:**

All salaries and wages, including the City Marshal and the employees of the Marshal's office, are paid by the City of Natchitoches.

## City Marshal, City of Natchitoches

Notes to Financial Statements  
December 31, 1999**8. Cash and Investments:**

For reporting purposes, cash and cash equivalents include cash, demand deposits, time deposits, and certificates of deposits. At December 31, 1999, the Marshal had cash equivalents totaling \$71,749. Under Louisiana Law, these deposits must be secured by Federal deposit insurance, or by the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. The deposits at December 31, 1999, were as follows:

	<u>Bank Balance</u>	<u>FDIC Insurance</u>	<u>Balance Uninsured</u>
Cash - Checking	<u>\$71,749</u>	<u>\$71,749</u>	<u>\$0</u>
Cash In Banks	<u>\$71,749</u>	<u>\$71,749</u>	<u>\$0</u>

**FINANCIAL SCHEDULES OF THE INDIVIDUAL FUNDS  
AND ACCOUNT GROUP**

## GENERAL FUND

To account for the general operation of the City Marshal's office. The various fees and charges due to the City Marshal are accounted for in this fund, and the general operating expenses of the Marshal are paid from this fund, as well as disbursements to various other governmental agencies.

City of Natchitoches, City Marshal  
Natchitoches, Louisiana

General Fund  
Balance Sheet  
December 31, 1999

<u>Assets</u>	
Cash	\$27,930
Accounts Receivable	<u>0</u>
Total Assets	<u>\$27,930</u>
 <u>Liabilities &amp; Fund Balance</u>	
Liabilities-	
Accounts Payable	\$ 0
Fund Balance-	
Unreserved-Undesignated	<u>27,930</u>
Total Liabilities & Fund Balance	<u>\$27,930</u>

See accompanying notes and accountant's report.



City of Natchitoches City Marshal  
Natchitoches, Louisiana

General Fund  
Schedule of Revenues, Expenditures and Changes in Fund Balance-  
Year Ended December 31, 1999

REVENUES:

Fines & Forfeits-	
Traffic & Criminal Fines	\$274,750
Miscellaneous-	
Refunds	<u>439</u>
Total Revenues	<u>\$275,189</u>

EXPENDITURES:

Current-	
General Government-	
Personnel Costs	\$ 11,100
Telephone	6,073
Office Supplies & Expenses	10,594
Rent	3,825
External Appropriations-	
City Court	62,461
City Court Clerk	4,790
District Attorney	51,920
Indigent Defender Board	46,605
Commission on Law Enforcement	5,108
Juvenile Detention Center	19,606
NW La. Crime Lab	26,647
Crime Victims-Commission Enforcement	3,473
LA State Police Breath Analysis	2,385
Court Management Information Center	5,203
LA TASCI Trust Fund	<u>8,858</u>
Total Expenditures	<u>\$268,648</u>

Excess (Deficiency) of Revenues Over Expenditures	\$ 6,541
Fund Balance-Beginning of Year	<u>21,389</u>
Fund Balance-End of Year	<u>\$ 27,930</u>

See accompanying notes and accountant's report.



## FIDUCIARY FUND TYPE

**Agency Fund-**

**Civil Fund-**This fund is used to account for garnishments, sales, fines and forfeitures imposed by the court system. Garnished wages are remitted to this fund, and the related parties are paid from the fund.

City of Natchitoches, City Marshal  
Natchitoches, Louisiana

Civil Fund  
Balance Sheet  
December 31, 1999

<u>Assets</u>	
Cash	<u>\$43,819</u>
Total Assets	<u>\$43,819</u>
 <u>Liabilities &amp; Fund Equity</u>	
Liabilities-	
Unsettled Deposit Balances	<u>\$43,819</u>
Total Liabilities	\$43,819
Fund Equity	<u>    0</u>
Total Liabilities & Fund Equity	<u>\$43,819</u>

See accompanying notes and accountant's report.

City of Natchitoches, City Marshal  
Natchitoches, Louisiana

Civil Fund  
Schedule of Changes in Deposit Balances  
Year Ended December 31, 1999

Deposit Balances at Beginning of Year	\$ <u>52,751</u>
Additions:	
Deposits Made During Year	\$283,849
Interest Earned on Deposits	<u>577</u>
Sub-Total	<u>\$284,426</u>
Deductions:	
City of Natchitoches	\$117,020
City Marshal	10,367
City Court	23,055
Plaintiffs and Attorneys	130,242
Refunds	9,714
Appraisals and Advertising	681
Clerk of Court	1,113
Other Costs	<u>1,166</u>
Total Deductions	<u>\$293,358</u>
Deposit Balances at End of Year	\$ <u>43,819</u>

See accompanying notes and accountant's report.

**GENERAL FIXED ASSETS ACCOUNT GROUP**

**To account for fixed assets used in this governmental type fund operations.**

City of Natchitoches, City Marshal  
Natchitoches, Louisiana

General Fixed Assets Account Group  
Schedule of Changes in General Fixed Assets  
Year Ended December 31, 1999

	<u>Balance</u> <u>1-1-99</u>	<u>General</u> <u>Fund</u> <u>Additions</u>	<u>Deletions/</u> <u>Retirements</u>	<u>Balance</u> <u>12-31-99</u>
General Fixed Assets-				
Land	\$ 0	\$0	\$0	\$ 0
Buildings	0	0	0	0
Equipment	<u>4,399</u>	<u>0</u>	<u>0</u>	<u>4,399</u>
 Total General Fixed Assets	 <u>\$4,399</u>	 <u>\$0</u>	 <u>\$0</u>	 <u>\$4,399</u>

See accompanying notes and accountant's report.

# Johnson, Thomas & Cunningham

Certified Public Accountants

Exhibit F  
Page 20

*Eddie G. Johnson, C.P.A. - A Professional Corporation (1962-1996)*

*Mark D. Thomas, C.P.A. - A Professional Corporation*

*Roger M. Cunningham, C.P.A. - A Professional Corporation*

*321 Bienville Street  
Natchitoches, Louisiana 71457  
(318) 352-3652  
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## INDEPENDENT ACCOUNTANTS' REPORT ON MANAGEMENT'S ASSERTION ABOUT COMPLIANCE WITH SPECIFIED REQUIREMENTS

Alton Rachal  
City of Natchitoches, City Marshal  
P. O. Box 303  
Natchitoches, LA 71458-0303

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Natchitoches City Marshal and the Legislative auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Natchitoches City Marshal's compliance with certain laws and regulations during the year ended December 31, 1999, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000 or for public works exceeding \$50,000.

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

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

#### **Budgeting**

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

Not applicable. As an officer of the Court, the City Marshal is not required to submit a budget.

6. Trace the budget adoption and amendments to the minute book.

Not applicable.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

Not applicable.

#### **Accounting and Reporting**

8. Randomly select 6 disbursements made during the period under examination and:  
(a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the 6 selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All 6 payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the 6 selected disbursements indicated adequate approvals.

### Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Not applicable. The City Marshal does not hold public meetings.

### Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.


### Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

We noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Natchitoches City Marshal and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

  
Johnson, Thomas & Cunningham, CPA's

June 28, 2000  
Natchitoches, LA 71457



**CITY OF NATCHITOCHEs  
CITY MARSHAL**

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**LOUISIANA ATTESTATION QUESTIONNAIRE**

June 1, 2000

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

In connection with your compilation of our financial statements as of December 31, 1999 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of December 31, 1999.

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes  No

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

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

Yes  No

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

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14 or the budget requirements of LSA-RS 39:43.

Yes  No

**Accounting and Reporting**

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

Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:453, and/or 39:92, as applicable.

Yes  No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 72-729.

Yes  No

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Marshal *Allen Kuchal*

Date 6-28-02

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

President \_\_\_\_\_

Date \_\_\_\_\_

Note - Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contact with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.