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CITY COURT OF OPELOUSAS, LOUISIANA
ANNUAL FINANCIAL REPORT
DECEMBER 31, 1999

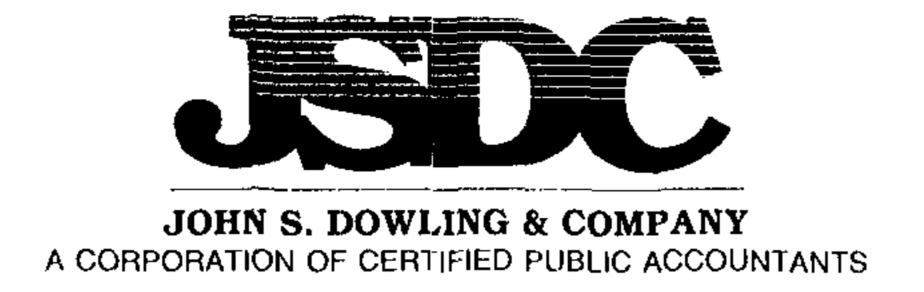
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Release Date\_JUL 1 9 2000

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#### INDEPENDENT AUDITOR'S REPORT

To the Honorable Judge Kenneth Boagni, Jr. City Court of Opelousas, Louisiana

We have audited the accompanying general purpose financial statements of City Court of Opelousas, Louisiana, as of and for the year ended December 31, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of City Court's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, 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 general purpose 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 City Court of Opelousas, Louisiana, as of December 31, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated June 6, 2000 on our consideration of City Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

John S. Dowling & Company
Opelousas, Louisiana

June 6, 2000

#### FINANCIAL SECTION

# CITY COURT OF OPELOUSAS, LOUISIANA COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUN DECEMBER 31, 1999

ASSETS	GENERAL FUND	SPECIAL REVENUE FUND	FIDUCIARY FUND TYPE AGENCY FUND	ACCOUNT GENERAL FIXED ASSETS LO	NT GROUPS GENERAL LONG-TERM DEBT	MEMORANDUM 1999 ACTUAL	TOTALS ANDUM ONLY) 1998 ACTUAL
Cash Investments NSF checks Due from other funds	\$91,032 233,116 3,185 26,324	\$15,477	\$73,415 102,852			\$179,924 335,968 3,185 26,324	, 32 , 38 , 38
0 74 34			30,712			3,93	9,6
improvements Office furniture and equipment Automobiles Mobile radio system Mobile phones Amount to be provided by general revenues				\$6,258 127,032 19,808 12,543 912	\$48,795	6,258 127,032 19,808 12,543 912	6,258 110,848 27,706 12,543 48,899

208,555 15,477 366,879 Total

This statement continued on next page.

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# CILX

# COURT OF OPELOUSAS, 1 ALL FUND TYPES DECEMBER 31, SHEET BALANCE COMBINED

TOTALS ANDUM ONLY) 1998 ACTUAL		\$8,970 37,387 1,416 176,939 41,319 122,973	5,309	158,267 18,047 5,309 15,277 123,543	747,826
TOT (MEMORANI 1999 ACTUAL		\$5,012 26,324 1,253 245,986 13,574 41,076 19,444	5,723	166,553 25,201 5,723 12,329 108,627 318,433	806,259
NT GROUPS GENERAL S LONG-TERM DEST		\$7,719	48,795	-0-	48,795
ACCOUNT GENERAL FIXED ASSETS			-0-	\$166,553	166,553
FIDUCIARY FUND TYPE AGENCY FUND		\$26,324	208,555	-0-	208,555
FUND TYPES SPECIAL REVENUE FUND		\$3,148	3,148	12,329	15,477
GENERAL FUND		\$1,864 1,253 63,755 5,855 129,434	5,723	25,201 5,723 139,551	366,879
	LIABILITIES AND FUND EQUITY	LIABILITIES  Accounts payable Due to other funds Payroll taxes payable Due to others Accrued compensated absences Accrued compensatory pay Deferred assessed fines Prepaid unassessed fines	Amount due to others for restitution Total liabilities	FUND EQUITY Investment in General Fixed Assets Fund balance - reserved for Juvenile Docket Restitution State Grant Fund balance - unreserved Fund balance - unreserved	<u>Total liabilities</u> and fund equity

statement. this 440 part integral а :: ል የተ notes The accompanying

# CITY COURT OF OPELOUSAS, LOUISIANA COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 1999

	GENERAL FUND		SPECIAL REVENUE FUND	
	1999 1998		1999	1998
	ACTUAL	ACTUAL	ACTUAL	ACTUAL
m tuttukti ttu Ci	110 1 0112			
REVENUES Charges for sorvices				
Charges for services Civil suits - operating fees	\$6,348	\$7,832		
· ·	40,310	4.7.00		
Fines Court costs and fines earned	653,414	575,865		
	23,685	25,640		
Drivers' school	9,531	9,225		
Juvenile fines	12,324	13,570		
Community service income	640	1,420		
Drug testing	6,314	1,120		
Bond forfeiture	0,514			
Intergovernmental revenue			\$26,000	\$25,000
Grant from Louisiana Children's Cabinet		3,286	4207000	40-2,000
City of Opelousas	9,767	11,372		
Interest earned	5,707	11,572		
Miscellaneous	1,336	289		
Other	723,359	648,499	26,000	25,000
<u>Total revenues</u>	123,333	040,400	201000	<u>23,000</u>
EXPENDITURES				
General Government				
Current				
Accounting and auditing	9,200	9,425		
Care of and program for juveniles	979	1,162		
Computer expense	1,723	209		
Computer maintenance contracts	4,995			
Repairs and maintenance	2,646	5 <b>74</b>		
Dues and subscriptions	1,720	2,096		
Insurance	12,803	13,523		
Lease of automobiles	8,160	9,033		
Marshall's operating expenses	5,160	5,160		
Miscellaneous	479	1,184		
Office supplies	9,697	6,320		
Payroll taxes	16,518	15,906		
Salaries	212,504	204,831		
Compensated absences	109	69		
Subpoenas	1,144	5,428		
Travel and conventions	10,146	11,942		
Telephone	2,459	2,268		
Auto repairs and maintenance	3,170	3,140		
Legal expense	8,235	300		
Uniforms	3,485	598		
Bank charges	15	33		
Restitution expense	438	89		
Employees' meals	65	2,008		
Drug testing		2,195		
Legal books	1,797	2,442		
Substitute judge	500	-		
Substitute jamye	_ <del>_</del> _ <del>_</del>			

This statement continued on next page.

# CITY COURT OF OPELOUSAS, LOUISIANA COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES ALL GOVERNMENTAL FUND TYPES (CONTINUED) FOR THE YEAR ENDED DECEMBER 31, 1999

	GENERAL FUND		SPECIAL REVENUE FUND	
	1999	1998	1999	1998
	ACTUAL	<u>ACT(JAL</u>	<u>ACTUAL</u>	ACTUAL
EXPENDITURES (Continued)				
Retirement expense	\$3,742	\$3,937		
Coordination service fees			\$16,500	\$18,000
Transfer to City Court of Eunice			10,800	10,800
Allocation of court cost				
Local Assistance Coordination Effort	644	6,308		
City Marshall	107,396	98,539		
St. Landry Parish Indigent Fund	57,455	54,059		
Acadiana Criminalistics Laboratory	23,330	21,330		
District Attorney	43,183	39,659		
City Treasurer	96,048	75,014		
Police Jury	5,627	4,235		
LA Commission of Law Enforcement	7,389	6,523		
District Attorney - 12% Fund	1,019	1,393		
Crime victims	10,905	10,817		
State DWI machine fee	2,125	1,850		
City test fee	4,250	3,700		
Supreme Court CMIS cost	7,544	6,735		
Act 654	4,990	4,265		
District Attorney - worthless				
check fee	6,955	7,150		
City Marshall - bond forfeiture	5,604			
District Attorney - bond forfeiture	5,659			
Indigent Defender Board - bond				
forfeiture	5,659			
Capital outlay		460		
Office furniture and equipment	<u>14,536</u>	17,492	1,648	
<u>Total expenditures</u>	732,207	<u>662,941</u>	<u>28,948</u>	<u>28,800</u>
EXCESS (DEFICIENCY) OF REVENUES OVER				
(UNDER) EXPENDITURES	(8,848)	(14,442)	(2,948)	(3,800)
TOME DICE TO STATE OF THE	·			
OTHER FINANCING SOURCES (USES)				
Sale of general fixed assets	1,500			·
Total other financing sources				
<u>(us∈s)</u>	1,500	<u> </u>	<u> </u>	
EXCESS (DEFICIENCY) OF REVENUES AND				
OTHER FINANCING SOURCES OVER (UNDER)				
EXPENDITURES AND OTHER FINANCING (USES)	(7,348)	(14,442)	(2,948)	(3,800)
	, , , ,	- •		- • - ·
FUND BALANCE, beginning of year	146,899	161,341	15,277	<u> 19,077</u>
	<u> </u>			
FUND BALANCE, end of year	139,551	<u>146,899</u>	<u>12,329</u>	<u> 15,277</u>
<del></del>				- ,

The accompanying notes are an integral part of this statement.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of certain significant accounting policies and practices.

#### A. The Reporting Entity

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

- 1. Appointing a voting majority of an organization's governing body, and
  - b. The ability of the primary government to impose its will on that organization and/or
  - c. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government.
- 2. Organizations for which the primary government does not appoint a voting majority but are fiscally dependent on the primary government.
- 3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The criteria for determining whether an entity is a primary government are as follows:

- a. It has a separately elected governing body.
- b. It is legally separate.
- c. It is fiscally independent of other state and local governments.

City Court of Opelousas, Louisiana is considered to be a primary government because:

- a. The City Judge is an independently elected official.
- b. City Court of Opelousas possesses the corporate powers that would distinguish it as being legally separate from any other government.
- c. City Court of Opelousas is fiscally independent in that it is not required by state law to adopt a budget, it can set rates or charges without approval of any other government, and it can issue bonded debt without approval of any other government.

The accompanying financial statements present information only on the funds maintained by the City Court and do not present information on other governmental units.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### B. Basis of Presentation

The accompanying financial statements of the City Court of Opelousas, Louisiana have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standards-setting body for establishing governmental accounting and financial reporting principles.

#### C. Fund Accounting

City Court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of City Court are classified as governmental and agency funds. Governmental funds account for City Court's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds of City Court include:

#### General Fund

The General Fund is the general operating fund of City Court of Opelousas, Louisiana. It is used to account for all financial resources, except those required to be accounted for in other funds.

#### Special Revenue Fund

Special Revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

The Special Revenue Fund of City Court of Opelousas is used to account for the proceeds received through a grant from the State of Louisiana Children's Cabinet for the families in need of services program.

#### Agency Fund

The Agency Fund type is used to account for assets held by a government in a trustee or agent capacity for others. Agency funds generally serve as clearing accounts. City Court's Agency Fund is as follows:

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Agency Fund is the Civil Docket Fund of City Court of Opelousas, Louisiana. It is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations.

#### D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental 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 and decreases in net current assets.

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental fund is maintained on a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The following practices are used in recording revenues and expenditures:

#### Revenues

Interest income on investments is recorded when the investments have matured and the income is available. Fines are recorded when assessed and full payment is received. Substantially all other revenues are recorded when received.

#### Expenditures

Expenditures are recognized under the modified accrual basis of accounting. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt which is recognized when due.

Expenditures for insurance and similar services, which extend over more than one accounting period, are accounted for as expenditures in the period of acquisition.

Purchases of operating supplies are regarded as expenditures at the time purchased and inventories of such supplies (if any) are not recorded as assets at the close of year-end unless significant.

City Court does not employ the encumbrance system of accounting.

#### NOTE (1) - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (Continued)

#### E. General Fixed Assets and General Long-term Debt

Fixed assets used in governmental fund types operations that have an estimated useful life greater than one year (General Fixed Assets) are accounted for in the General Fixed Assets Account Group, rather than in the governmental funds. No depreciation has been provided on General Fixed Assets. Expenditures for infrastructure assets are not incurred by City Court. City Court does not capitalize interest costs incurred on fixed assets. All fixed assets are valued at historical cost. Legal books are not capitalized.

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 funds.

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

#### F. <u>Budget</u>

City Court is not required to adopt a budget.

#### G. <u>Investments</u> and Cash

Louisiana statutes authorize City Court to invest in United States bonds, treasury notes or certificates, time certificates of deposit in state and national banks, or any other federally insured investment. Investments are time deposits that are stated at cost, which approximates market. City Court's policy generally is to invest in 6 month and 1 year certificates of deposit.

#### H. Annual Sick Leave

All annual leave accumulated in 1999 was converted to sick leave on December 31, 1999. Sick leave is paid upon retirement or death, up to a maximum of 240 hours at a rate computed by taking the current monthly salary provided by City Court of Opelousas, Louisiana, and dividing that amount by 160 hours. Accrued compensated absences are accounted for in the General Fund for the amount of hours of sick leave earned in one year. Any hours over this amount are accounted for in the General Long-term Debt Account Group.

#### I. Compensatory Time

The Judicial Administrator earns compensatory time for overtime worked. Compensatory time not used accumulates and is paid upon termination, retirement or death. The Judicial Administrator is considered the department head and therefore, cannot be paid for overtime worked.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### J. Accounts Receivable

The accounts receivable account represents fines that are assessed but have not been collected. City Court's policy is to record revenue upon completion of collection. The deferred assessed fine account represents fines that are assessed but not completely collected. The prepaid unassessed fine account represents fines that are not assessed but partial payment has been received.

#### K. <u>Bad Debts</u>

City Court of Opelousas, Louisiana, does not record bad debts and has not established an allowance for bad debts because it is their policy to record fines assessed upon completion of collection. Fines assessed but uncollected, comprise the balance in accounts receivable.

#### L. Total Columns on Combined Statements

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

#### M. Comparative Data

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the government's financial position and operations. However, comparative data have not been presented in all statements because their inclusion would make certain statements unduly complex and difficult to understand.

#### NOTE (2) - CASH

Cash consists of cash on hand, demand deposits and passbook savings accounts. At December 31, 1999, the carrying amount of City Court's deposits was \$179,924 and the bank balance of cash was \$185,721. The carrying amounts and bank balances of investments were the same amount, which was \$335,968. The bank balances of the checking accounts and the investments of certificates of deposit were secured by federal depository insurance and by securities that are pledged as collateral. Approximately \$99,250 was collateralized by securities held by the pledging financial institution in City Court's name.

#### NOTE (3) - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets is as follows:

	Balance <u>1/1/99</u>	<u>Additions</u>	<u>Retirements</u>	Balance 12/31/99
Office furniture and				
equipment	\$110,848	\$16,184		\$127,032
Automobiles	27,706		\$7,898	19,808
Mobile phones	912			912
Mobile radio system	12,543			12,543
Parking lot and building				
improvements	6,258	<u></u>	<del>-</del>	6,258
<u>Totals</u>	<u>158,267</u>	<u>16,184</u>	<u>7,898</u>	166,553

The land and building in which City Court of Opelousas, Louisiana operates, are provided by and currently owned by the City of Opelousas, Louisiana.

#### NOTE (4) - RETIREMENT PLANS

#### Plan Description

Employees of City Court of Opelousas, Louisiana, are covered under the Social Security Retirement System while the City Judge is covered by the Louisiana State Employees' Retirement System (LASERS), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. LASERS provides retirement, disability, and survivor benefits to participating, eligible employees. Benefits are established and amended by state statute and are guaranteed by the State of Louisiana under provisions of the Louisiana Constitution of 1974. LASERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by writing to Louisiana State Employees' Retirement System, Post Office Box 44213, Baton Rouge, Louisiana 70804-4213, or by calling (504) 922-0600.

#### Funding Policy

Contributions to LASERS include employee contributions of 11.5% of salary and employer contributions at a rate which is redetermined annually based on the results of the actuarial valuation for the prior year. The rate for fiscal year ending June 30, 2000 is 12.3%, for fiscal year ended June 30, 1999 was 12.4%, and for fiscal year ended June 30, 1998 was 13%.

Prior to January 1, 1997, the City Judge belonged to the DROP Program which did not require retirement contributions.

#### NOTE (4) - <u>RETIREMENT PLANS</u> (Continued)

#### Retirement Plans

The City Court's employer contributions for the years ended December 31, 1999, 1998, and 1997 were \$3,742, \$3,937, and \$3,413, respectively. The City Judge's employee contributions for the years ended December 31, 1999, 1998, and 1997 were \$3,485, \$3,567, and \$2,864, respectively.

#### NOTE (5) - LEASES

In May, 1997, City Court entered into an operating lease for a new automobile. The operating lease is for 36 months with monthly payments of \$539. At the end of the lease, City Court has the option to purchase the automobile.

In September, 1999, City Court entered into an operating lease for a new automobile. The operating lease is for 36 months with monthly payments of \$564. At the end of the lease, City Court has the option to purchase the automobile.

Automobile rental expense shown for 1999 is \$8,160.

Following is a summary of future minimum rental payments required by the automobile leases:

2000	\$9,463
2001	6,768
2002	5.076

#### NOTE (6) - CHANGES IN GENERAL LONG-TERM DEBT

A summary of changes in general long-term debt is as follows:

Description of Debt	Balance	Increase	Balance
	<u>1/1/99</u>	( <u>Decrease</u> )	<u>12/31/99</u>
Accrued compensatory pay	\$41,319	\$(243)	\$41,076
Accrued compensated absences	<u>7,580</u>	<u>139</u>	<u>7,719</u>
	48,899	( <u>104</u> )	<u>48,795</u>

#### NOTE (7) - <u>INTERFUND RECEIVABLE</u>, <u>PAYABLE</u>

	<u>Receivable</u>	<u>Payable</u>
General Fund	\$26,324	
Agency Fund		\$26,324

#### NOTE (8) - <u>DUE TO OTHERS - AGENCY FUND</u>

This account represents the amount due to various parties for civil fees collected.

RELATED REPORT

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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

To the Honorable Judge Kenneth Boagni, Jr. City Court of Opelousas, Louisiana

We have audited the general purpose financial statements of City Court of Opelousas, Louisiana, as of and for the year ended December 31, 1999, and have issued our report thereon dated June 6, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether City Court's general purpose 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 no instances of noncompliance that are required to be reported under <u>Government Auditing Standards</u>.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered City Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing cur opinion on the general purpose 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 may 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 general purpose 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.

To the Honorable Judge Kenneth Boagni, Jr. Page 2

This report is intended solely for the information and use of City Court of Opelousas, Louisiana, its Judge, and the appropriate regulatory agency and is not intended to be and should not be used by anyone other than these specified parties.

John S. Dowling & Company
Opelousas, Louisiana

June 6, 2000

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#### SUPPLEMENTARY INFORMATION

# CITY COURT OF OPELOUSAS, LOUISIANA SCHEDULE OF PRIOR YEAR FINDINGS FOR THE YEAR ENDED DECEMBER 31, 1999

SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

No findings.

SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

N/A

#### SECTION III - MANAGEMENT LETTER

98-1 Timely Submittal of Audit Report Resolved

98-2 Timely Deposits of Cash Receipts - Civil Docket Resolved