

STAGNI & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS	3
Consultants	

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable David M. Richard, Judge City Court of Thibodaux, Louisiana

We have audited the general purpose financial statements and the combining individual fund and account group financial statements of the City Court of Thibodaux, Louisiana, a component unit of the City of Thibodaux, Louisiana, as of and for the year ended December 31, 1996, and have issued our report thereon dated February 25, 1997.

We conducted our audit in accordance with generally accepted auditing standards and 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 general purpose financial statements are free of material misstatement.

The management of the City Court of Thibodaux, Louisiana is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

Honorable David M. Richard, Judge City Court of Thibodaux, Louisiana Page 2

In planning and performing our audit of the general purpose financial statements of the City Court of Thibodaux, Louisiana for the year ended December 31, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities 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 structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the use of management. However, this report is a matter of public record, and its distribution is not limited.

Stagni & Company, LLC

Thibodaux, Louisiana February 25, 1997



STAGNI & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS
Consultants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable David M. Richard, Judge City Court of Thibodaux, Louisiana

We have audited the general purpose financial statements and the combining individual fund and account group financial statements of the City Court of Thibodaux, Louisiana, a component unit of the City of Thibodaux, Louisiana as of and for the year ended December 31, 1996, and have issued our report thereon dated February 25, 1997.

We conducted our audit in accordance with generally accepted auditing standards and 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 general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the City Court of Thibodaux, Louisiana is the responsibility of the City Court of Thibodaux, Louisiana's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the City Court of Thibodaux, Louisiana's compliance with certain provisions of laws, regulations, contracts, and grants. However, it should be noted that our objective was not to provide an opinion on overall compliance with such provisions. 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 Government Auditing Standards.

This report is intended for the information of management. However this report is a matter of public record and its distribution is not limited.

Stagni & Company, LLC

Thibodaux, Louisiana February 25, 1997

Notes to the Financial Statements, (Continued)

NOTE 3 - <u>FIXED ASSETS</u>

A summary of changes in general fixed assets follows:

	Balance 12/31/95	Additions/ (Retirements)	Balance 12/31/96
Furniture, Fixtures, and Equipment	\$50,823	\$0	\$50,823
Investments in General			
Fixed Assets:			
General Fund	\$48,921		\$48,921
Marshal's Fund	1,681	·	1,681
Civil Court Fund	221		221
Totals	\$50,823	\$0	\$50,823

NOTE 4 - LONG-TERM DEBT

Changes in long-term obligations of the City Court of Thibodaux, Louisiana for the year ended December 31, 1996 are summarized below:

			Reductions/	Balance
	January 1, 1996	Additions	Adjustments	December 31, 1996
Capital Lease	\$25,483	\$0	\$25,483	\$0]

The adjustment to long-term debt is to reflect the agreement that the City of Thibodaux, Louisiana will pay the remaining lease payments on this lease for the City Court of Thibodaux, Louisiana.

NOTE 5 - <u>LITIGATION AND CLAIMS</u>

There is no litigation pending against City Court of Thibodaux, Louisiana at December 31, 1996.

Statement A

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS December 31, 1996

	Total (Memorandum Only)	\$ 204,194	50,823 \$ 255,822	219	د . تن	1,425	1,935 518 220	113,366	50,823 69,321 120,144	\$ 255,822
Account Group	General Fixed Assets		\$ 50,823						\$ 50,823	\$ 50,823
Fiduciary Fund Types	Agency Funds	\$13,586	\$13,586					\$13,586 13,586		\$ 13,586
ntal Fund es	Special Revenue Funds	\$ 161,095	\$ 161,900		\$15,356			99,001	47,543	\$ 161,900
Governmental Fund Types	General Fund	\$ 29,513	\$ 29,513		\$ 333 805	1,425	1,935	7,735	21,778	\$ 29,513
		ASSETS AND OTHER DEBITS Cash and cash equivalents	Due from General Fully Furniture, fixtures and equipment Total assets	LIABILITIES, EQUITY, AND OTHER CREDITS Liabilities:	Accounts payable and accrued expenses Fees payable Due to Marshall's Fund	Due to other governments: Indigent Defender Board	City of Thibodaux Louisiana Commission on Law Enforcement	State of Louisiana Bond and other deposits Total liabilities	Equity and Other Credits: Investment in general fixed assets Fund balance - unreserved, undesignated Total equity and other credits	Total liabilities, equity, and other credits

INTERNAL CONTROL AND COMPLIANCE SECTION



SPECIAL REVENUE FUNDS

CIVIL COURT FUND -

The Civil Court Fund is used to account for financial resources and expenditures resulting from civil court operations.

MARSHAL'S FUND -

The Marshal's Fund is used to account for financial resources and expenditures resulting from operations of the Marshal's office.

Notes to the Financial Statements, (Continued)

NOTE 6 - EMPLOYEE RETIREMENT SYSTEMS

All individuals who work at City Court of Thibodaux, Louisiana are paid by the City of Thibodaux, Louisiana and are consequently members of the Municipal Employees Retirement System. GASB requires certain disclosures for employers who maintain retirement plans for their employees. All individuals employed at the City Court of Thibodaux, Louisiana are compensated by others who disclose the required retirement plan information in their separately issued financial statements. The retirement plan mentioned above is administered and controlled by a separate board of trustees.

NOTE 7 - EXPENDITURES OF CITY COURT OF THIBODAUX, LOUISIANA NOT INCLUDED IN THE FINANCIAL STATEMENTS

The accompanying financial statements do not include certain expenditures of the City Court of Thibodaux, Louisiana paid out of funds of the City of Thibodaux, Louisiana. A portion of the salary of the office staff, utilities, operating supplies, building expenses and certain other miscellaneous expenses are paid by the City of Thibodaux, Louisiana.

December 31, 1996

TABLE OF CONTENTS (Continued)

	<u>Statement</u>	Page No.
FINANCIAL SECTION, (Continued)		
Combining Individual Fund and Account Group Statements, (Continued)		
Agency Funds: Combining Balance Sheet	D	14
Statement of Changes in Assets and Liabilities: Restitution Fund Bond Fund	D-1	15
INTERNAL CONTROL AND COMPLIANCE SECTION		
Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards		16
Independent Auditor's Report on Compliance Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards		18

Financial Report, Internal Control and Compliance Reports

December 31, 1996



COMBINING BALANCE SHEET - SPECIAL REVENUE FUNDS

As of and for the year ended December 31, 1996

	Civil Court Fund	Marshal's Fund	Totals
ASSETS Cash and cash equivalents Due from General Fund	\$ 134,671	\$ 26,424 805	\$ 161,095 805
Total Assets	\$134,671	\$ 27,229	\$ 161,900
LIABILITIES AND FUND BALANCES			
Liabilities: Fees Payable Bonds and other deposits	\$15,356 99,001		\$15,356 99,001
Total liabilities	114,357		114,357
Fund balances: Unreserved - undesignated	20,314	\$27,229	47,543
Total liabilities and fund balances	<u>\$134,671</u>	\$27,229	\$161,900

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE SPECIAL REVENUE FUNDS

As of and for the year ended December 31, 1996

	Civil Court Fund	Marshal's Fund	Totals
REVENUES			
Charges for services: Court fees, fines and costs Interest earned	\$556 2,550	\$11,103	\$11,659 2,550
Total revenues	3,106	11,103	14,209
EXPENDITURES - CURRENT			
General government - judicial: Personnel services Supplies Dues Meetings and conventions Fees Total current expenditures Excess (Deficiency) of Revenues Over Expenditures	224 1,583 1,070 2,877	100 248 125 473 10,630	100 248 349 1,583 1,070 3,350
OTHER FINANCING SOURCES (USES): Operating transfers in (out)	<u> </u>	(17,381)	(17,381)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	229	(6,751)	(6,522)
FUND BALANCE Beginning of year	20,085	33,980	54,065
End of year	\$20,314	\$27,229	\$47,543

AGENCY FUNDS

Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

RESTITUTION FUND -

The Restitution Fund is used to account for those assets placed with the City Court of Thibodaux, Louisiana, as an agent for individuals, et cetera and are ultimately transmitted to them.

BOND FUND -

The Bond Fund is used to account for those assets placed with the City Court of Thibodaux, Louisiana as agent by or on behalf of individuals et cetera. Such assets are held until such time as their proper distribution has been determined (i.e., returned to payor or forfeited).



COMBINING BALANCE SHEET AGENCY FUNDS

December 31, 1996

	Restitution Fund	Bond Fund	Total
<u>CASH</u>			
Cash and cash equivalents	\$542	\$13,044	\$13,586
Total assets	<u>\$542</u>	\$13,044	\$13,586
<u>LIABILITIES</u>			
Bonds payable Restitution payable	\$542	\$13,044	\$13,044 542
Total liabilities	\$542	<u>\$13,044</u>	\$13,586

Statement D-1

CITY COURT OF THIBODAUX, LOUISIANA

STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

December 31, 1996

RESTITUTION FUND

	Balance 12/31/95	Additions	Deletions	Balance 12/31/96
<u>ASSETS</u>				
Cash	\$542	\$9,701	\$9,701	\$542
<u>LIABILITIES</u>				
Restitution Payable	<u>\$542</u>	\$9,701	\$9,701	<u>\$542</u>
		BOND FUND		
	Balance 12/31/95	Additions	Deductions	Balance 12/31/96
<u>ASSETS</u>				
Cash	\$11,169	\$21,188	\$19,313	\$13,044
LIABILITIES				
Bonds payable	\$11,169	\$21,188	\$19,313	\$13,044

Notes to the Financial Statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City Court of Thibodaux, Louisiana was created in 1953 under General Legislative authority provided by Article 7, Section 51, of the Louisiana Constitution of 1921. In 1960, Louisiana Revised Statutes 13:1951 was passed recognizing and continuing the existence of city courts created and established pursuant to this authority. The City Court of Thibodaux, Louisiana serves the people of the City of Thibodaux, Louisiana and all of Ward 2 of the Parish of Lafourche, Louisiana.

The component unit financial statements of the City Court of Thibodaux, Louisiana has been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the City Court of Thibodaux, Louisiana are described below:

A. Reporting Entity

City Court of Thibodaux, Louisiana is a component unit of the City of Thibodaux, Louisiana as defined by GASB 14. City Court of Thibodaux, Louisiana's judges and marshals are independently elected officials. City Court of Thibodaux, Louisiana is fiscally dependent on the City of Thibodaux, Louisiana for office space and courtrooms. The substance of the relationship between City Court of Thibodaux, Louisiana and the City of Thibodaux, Louisiana is that the City of Thibodaux, Louisiana has approval authority over its capital budget.

B. Fund Accounting

The City Court of Thibodaux, Louisiana 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 related to certain government functions or activities.

Financial Report, Internal Control and Compliance Reports

December 31, 1996

TABLE OF CONTENTS

	Statement	Page No.
FINANCIAL SECTION		
Independent Auditor's Report		1
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund Types and Account Group	Α	3
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Fund Types	В	4
Notes to the Financial Statements		5
Combining Individual Fund and Account Group Statements:		
Special Revenue Funds: Combining Balance Sheet	C	12
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	C-1	13

Notes to the Financial Statements, (Continued)

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

I. Total Columns on Combined Statements-Overview

The 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.

NOTE 2 - DEPOSITS

At year end, the carrying amount of the City Court of Thibodaux, Louisiana's deposits was \$204,194 and the bank balance was \$205,230. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on the 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. The deposits of City Court of Thibodaux, Louisiana are secured from risk by \$162,644 of federal deposit insurance and the balance by pledged securities at market value of \$270,224.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the City Court of Thibodaux, Louisiana that the fiscal agent has failed to pay deposited funds upon demand.

FINANCIAL SECTION



STAGNI & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS
CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

To the Honorable David M. Richard, Judge City Court of Thibodaux, Louisiana

We have audited the accompanying general purpose financial statements and the combining, individual fund and account group financial statements of the City Court of Thibodaux, Louisiana, a component unit of the City of Thibodaux, Louisiana, as of and for the year ended December 31, 1996 as listed in the financial section of the table of contents. These general purpose financial statements are the responsibility of the City Court of Thibodaux, Louisiana'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 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 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 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 City Court of Thibodaux, Louisiana as of December 31, 1996, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles. Also, in our opinion, the combining, individual fund and account group financial statements referred to above present fairly, in all material respects, the financial position of each of the individual funds and account groups of the City Court of Thibodaux, Louisiana as of December 31, 1996, and the results of operations of such funds for the year then ended, in conformity with generally accepted accounting principles.

Honorable David M. Richard, Judge City Court of Thibodaux, Louisiana Page 2

In accordance with Government Auditing Standards, we have also issued a report dated February 25, 1997 on our consideration of the City Court of Thibodaux, Louisiana's internal control structure and a report dated February 25, 1997 on its compliance with laws and regulations.

Stagni & Company, LLC

Thibodaux, Louisiana February 25, 1997

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUND TYPES

As of and for the year ended December 31, 1996

	General Fund	Special Revenue Funds	Total (Memorandum Only)
REVENUES			
Charges for services:			
Court fees, fines		*44.050	. 45.040
and costs	\$ 34,290	\$11,659	\$ 45,949 3.740
Interest earned	1,190 75	2,550	3,740 75
Miscellaneous			
Total revenues	35,555	14,209	49,764
EXPENDITURES			
Current:			
General government - judicial			
Personnel	27,859	100	27,959
Court reports	13,899	_	13,899
Supplies	2,697	248	2,945
Dues		349	349
Meetings and conventions		1,583	1,583
Fees		1,070	1,070
Other services and charges	5,025		5,025
Total current expenditures	49,480	3,350	52,830
Debt service:			
Capital Lease payments	13,532		13,532
Interest	1,231_		1,231
Debt service:	14,763		14,763
Total expenditures	64,243	3,350	67,593
Excess (Deficiency) of Revenues			
Over Expenditures	(28,688)	10,859	(17,829)
OTHER FINANCING SOURCES (USES): Operating transfers in (out)	17,381	(17,381)	0
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER			
FINANCING USES	(11,307)	(6,522)	(17,829)
FUND BALANCE			
Beginning of year	33,085	54,065	87,150
End of year	\$ 21,778	\$ 47,543	\$ 69,321

Notes to the Financial Statements, (Continued)

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

B. Fund Accounting, (Continued)

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, 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 are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". City Court of Thibodaux, Louisiana uses governmental and fiduciary funds in its operations.

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds). The general fund is used to account for all activities of the general government not accounted for in some other fund.

Fiduciary funds are used to account for assets on behalf of outside parties, including other governments, or on behalf of other funds within the government. Agency funds generally are used to account for assets that the government holds on behalf of others as their agent.

Account groups are used to establish accounting control and accountability for the City Court of Thibodaux, Louisiana's general fixed assets and the unmatured principal of its general long term debt.

The general fixed assets are not financial resources available for expenditure. The unmatured principal of the general long term debt does not require an appropriation or expenditure during the current accounting period.

These account groups are not funds and do not reflect available financial resources and related liabilities.

Notes to the Financial Statements, (Continued)

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

C. 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 resource 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 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 fees, fines, and other revenues are recorded when collected. Expenditures are recorded when the fund liability is incurred.

D. Budgets

City courts are not required under state statutes to adopt a budget. The City Court of Thibodaux, Louisiana has elected not to prepare an annual budget.

Encumbrances represent commitments related to unperformed contracts for goods or services. The City Court of Thibodaux does not use an encumbrance system.

E. Cash and Cash Equivalents

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within a year of the date acquired.

Notes to the Financial Statements, (Continued)

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

F. Short-Term Interfund Receivables/Payables

During the course of operations transactions occur between individual funds. These receivables and payables are classified as "due to or due from other funds" on the balance sheet.

G. Fixed Assets

Fixed assets used in governmental fund type operations (general fixed assets), are capitalized and accounted for in the General Fixed Assets Account Group, rather than in the governmental funds. Capital acquisitions are reflected as expenditures in the governmental funds. All purchased fixed assets are valued at acquisition cost. No depreciation has been provided on general fixed assets. The cost of normal repair and maintenance that do not add to the value of the asset or do not extend asset lives are not capitalized. Various assets used by the City Court of Thibodaux, Louisiana are the property of the City of Thibodaux, Louisiana and are reflected in the General Fixed Assets Account Group of the City of Thibodaux, Louisiana. No values of these assets are reflected in the General Fixed Asset Account Group of the City Court of Thibodaux, Louisiana.

H. Compensated Absences

Individuals who work at the City Court of Thibodaux, Louisiana office are primarily employed by the City of Thibodaux, Louisiana. No liability for compensated absences is reflected on the City Court of Thibodaux, Louisiana's financial statements. Vacation and sick leave do not accumulate.