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14TH JUDICIAL DISTRICT COURT CHILD SUPPORT
ENFORCEMENT FUND

COMPOSITE UNIT FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 1957

This report is a statement of the financial condition of the fund for the year ended December 31, 1957, and is prepared in accordance with the provisions of the Act. It is prepared by the Board of Directors of the fund and is subject to the audit of the Board of Directors of the fund. It is prepared in accordance with the provisions of the Act and is subject to the audit of the Board of Directors of the fund.

Release Date JUL 15 1958

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INDEPENDENT AUDITORS' REPORT

Honorable Judge Billy Small
14th Judicial District Court Child Support Enforcement Fund
Lake Charles, Louisiana

We have audited the accompanying component unit financial statements of the 14th Judicial District Court Child Support Enforcement Fund, a component unit of the Calcasieu Parish Police Jury, as of and for the year ended December 31, 1997, as listed in the table of contents. These financial statements are the responsibility of the Fund's board. Our responsibility is to express an opinion on these 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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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 component unit financial statements referred to above present fairly, in all material aspects, the financial position of the 14th Judicial District Court Child Support Enforcement Fund as of December 31, 1997, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated June 24, 1998 on our consideration of the Fund's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Gus Schram & Co. Ltd.

June 24, 1998



FOURTEENTH JUDICIAL DISTRICT COURT
CHILD SUPPORT ENFORCEMENT FUND
LARRY CRAIG, ESQ., CLERK
COMBINED BALANCE SHEET - ALL FUNDS TYPES
AND ACCOUNT GROUPS
AS OF DECEMBER 31, 1997

Statement A

	Governmental	Account	Account	TOTALS
	Fund Type	Group	Group	
	General	Fixed	General	TOTALS
	Fund	Assets	Fund	
			Cash	(Memorandum Only) 1997
ASSETS AND OTHER DEBITS				
Assets:				
Cash and investments	\$ 358,500	\$ -	\$ -	\$ 358,500
Interest Receivable	8,840	-	-	9,880
Miscellaneous Receivable	100	-	-	175
Deferred Expenditures (Note 1-5)	127,249	-	-	127,249
Equipment (Note 5)	-	127,380	-	127,380
Other debits:				
Amount to be provided for retirement of payment long-term debt	-	-	24,000	24,000
TOTAL ASSETS AND OTHER DEBITS	\$ 486,649	\$ 127,380	\$ 24,000	\$ 638,029
LIABILITIES, FUND EQUITY AND OTHER CREDITS				
LIABILITIES:				
Accounts Payable	\$ 4,100	\$ -	\$ -	\$ 4,100
Capital Leases (Note 4)	-	-	24,000	24,000
Total liabilities	4,100	-	24,000	28,100
FUND EQUITY AND OTHER CREDITS				
Investment in General				
Fixed assets	-	127,380	-	127,380
Fund Balances:				
Reserves - Deferred Expenditures	127,249	-	-	127,249
Unassigned - Un-designated	358,400	-	-	358,400
Total Fund Equity	485,649	127,380	-	638,029
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 490,249	\$ 127,380	\$ 24,000	\$ 638,029

The Accompanying Notes are an Integral Part of this Statement.



FOURTEENTH JUDICIAL DISTRICT COURT
CHILD SUPPORT ENFORCEMENT FUND
LAFAYETTE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - GENERAL FUND
For the Year Ended December 31, 1999

Statement B

	<u>1999</u>
REVENUES	
Collection Fees	\$ 300,079
Interest/Dividend	<u>13,858</u>
Total Revenues	\$313,937
EXPENDITURES	
Current Judicial	
Audit Fees	2,189
Contract Labor	280
Draws and Subscriptions	1,740
Miscellaneous Operating	4,970
Operating/Travel	88,000
Parking Fees	2,100
Police Jury Salary Reimbursement (State 1-0)	180,880
Registration Fees	2,088
Repairs and Maintenance	2,000
Supplies	8,750
Telephone	1,588
Training/Travel	10,078
Capital Outlay	60,180
Other Services	<u>1,200</u>
Total Expenditures	<u>371,003</u>
Excess (Deficiency) of Revenues Over Expenditures	\$42,934
Other Financing Sources:	
Proceeds - Capital Leases	<u>40,800</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures	71,734
Fund Balance - January 1	<u>411,057</u>
Fund Balance - December 31	<u>\$ 523,525</u>

"The Accompanying Notes are an Integral Part of this Statement."



FOURTEENTH JUDICIAL DISTRICT COURT
CHILD SUPPORT ENFORCEMENT FUND
LAFAYETTE, LOUISIANA
STATEMENT OF CHANGE(S) IN ASSETS AND
LIABILITIES - ASSET FUND
For the Year Ended December 31, 1997

Statement 5

	Balance January 1 1997		ADDITION		DEDUCTIONS		Balance December 31, 1997	
ASSETS								
Cash and Cash Equivalents	\$	0	\$	1,049,000	\$	1,049,000	\$	0
LIABILITIES								
Due to Other	\$	0	\$	1,049,000	\$	1,049,000	\$	0

"The Accompanying Notes are an Integral Part of this Statement"

14TH JUDICIAL DISTRICT COURT CHILD SUPPORT ENFORCEMENT FUND
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1987

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. REPORTING ENTITY

The 14th Judicial District Court Child Support Enforcement Fund was created by Louisiana Revised Statute 48:216.5. This Fund was established as an expedited process for the establishment or enforcement of child support obligations. According to the authorizing statute, any court with jurisdiction to establish paternity or to establish or enforce support obligations may implement the above expedited process. This Fund was established in 1981.

This fund is a function of the Calcasieu Parish District Court System, which is a component unit of the Calcasieu Parish Police Jury, and as such, this fund is also a component unit of the Calcasieu Parish Police Jury. This report includes all of the funds relating to the Child Support Enforcement Fund itself as of December 31, 1987 but not the District Court or the Calcasieu Parish Police Jury.

B. PRESENTATION OF STATEMENTS

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 entities. Since then, GASB released a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have also incorporated any applicable requirements set forth by Audits of State and Local Governmental Units, the Industry Audit Guide issued by the American Institute of Certified Public Accountants, and, the Louisiana Governmental Audit Guide.

C. FUND ACCOUNTING

The Agency uses funds and account groups to report 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 governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds of the 14th Judicial District Court Child Support Enforcement Fund are classified as a governmental fund type (general fund) and fiduciary fund type (agency).

The governmental fund (general fund) is the primary operating fund. It accounts for the collection of the authorized administration fee (2%) that is earned and deducted from all collections of child support, including the fees collected for Mendocino Parish as disclosed in Note 6. The remaining funds (98%) are sent directly to the State Treasury and are reported in an agency fund.

Account Groups are used to establish accounting control and accountability for the Fund's general fixed assets. The general fixed assets account group is established to account for the fixed assets purchased with Child Support Enforcement Funds.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets.

Governmental funds are maintained on the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable. The Fund does not consider the collections described above to be susceptible to accrual.

The agency fund is custodial in nature and does not present results of operations or have a measurement focus. Agency

funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the government holds for others in an agency capacity.

B. BUDGET POLICY

Since this fund is an extension of the District Court System, the Louisiana Budget Act is not applicable.

F. RETIREMENT/VACATION BENEFITS

The various court employees' salaries are paid by the Calcasieu Parish Police Jury and their retirement and vacation benefits are established and provided by the Police Jury since these individuals are employees of the Police Jury. The Child Support Fund does reimburse the Police Jury for the salaries and benefits of individuals specifically working with this fund's activities. The Fund does not provide any direct benefits in the form of retirement or vacation.

G. DEFERRED EXPENDITURES

The fund reimburses the Calcasieu Parish Police Jury for the salary and related benefits of individuals who specifically work on the activities associated with the expedited child support enforcement. In late December of each year, the fund pays salary and related benefits for portions of 1998. Since the expenditure is for 1998, a deferred expenditure has been recorded.

H. FIXED ASSETS

Fixed assets are used in governmental fund types and are recorded in the general fixed asset accounts group at cost or estimated historical cost if purchased or constructed. Reported fixed assets are recorded at their estimated fair value at the date of donation. Assets in the general fixed asset account group are not depreciated.

I. CASH

Cash includes accounts in interest bearing demand deposit accounts. Under state law, the District may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, certificates of deposit, or securities issued or guaranteed by the U.S. government or its agencies.

Deposits in excess of federally insured amounts are required by statute to be protected by collateral securities of at least equal market value. The types of securities authorized by statute include U.S. Treasury and U.S. government agency obligations, general obligations of any state of the U.S., and general obligations bonds of Louisiana local governments. (See Note 3 for additional cash disclosures.)

2. ESTIMATES

The preparation of the component unit financial statements in conformity with generally accepted accounting principles requires the use of management's estimates.

K. MEMORANDUM ONLY - TOTAL COLUMNS

Total columns on the component unit financial statements are captioned as "memorandum only" because they do not represent consolidated financial information and are presented only to facilitate financial analysis. The columns do not present information that reflects financial position or results of operations in accordance with generally accepted accounting principles.

NOTE 2: CASH AND INVESTMENTS

At December 31, 1997, 18th Judicial District Court Child Support Enforcement Fund had the following balance in its cash account:

	<u>Bank Balance</u>	<u>Book Balance</u>
Bank One	\$ 84,823	\$ 84,823
Commerce State Bank:		
Certificate of Deposit	111,333	111,333
First National Bank:		
Money Market	77,023	77,023
Certificate of Deposit	<u>106,333</u>	<u>106,333</u>
Total Deposits	<u>\$ 389,512</u>	<u>\$ 389,512</u>

The above deposits are categorized as to the level of credit risk (as defined by the Governmental Accounting Standards Board) as follows:

Insured or Collateralized (Category 1)

At year end, all of the deposits at Bank One, \$100,000 of the deposits at First National Bank and \$100,000 of the deposits at Commerce State Bank were insured by FDIC.

Uninsured, Collateralized (Category 2)

\$84,328 of the above deposits were collateralized with \$ 91,318 of pledged securities held by a third party bank which is an affiliate of a common bank holding company with the pledging bank. The latter pledge of collateral is considered a category 2 credit risk (as defined by the Governmental Accounting Standards Board) since the third party bank is not considered independent by their standards.

- While the Bank One bank balance at year end was fully covered by FDIC insurance, in July, August and September 1997 the bank balance was \$139,088, \$105,949 and \$121,262 respectively, which exceeded the FDIC coverage.

collateral was pledged to cover the excess amount, however, it was determined that a written security agreement had not been executed with the fiscal bank. For those three months, \$18,000, \$5,847 and \$21,242 would have been classified in Category 2, Uninsured, Collateralized Deposits.

Camron State Bank deposits were covered up to \$100,000 with FDIC insurance, and 11,100 was collateralized; however, it was determined that a written security agreement had not been executed with the fiscal bank and therefore, this amount would be classified in Category 2, Uninsured, Collateralized Deposits.

The market values for the pledged collateral are not materially different from the carrying amount.

NOTE 3: GENERAL FIXED ASSETS

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

	Balance December 31, <u>1996</u>	Additions	Deletions	Balance December 31, <u>1997</u>
Equipment:	<u>\$ 75,022</u>	<u>\$ 60,182</u>	<u>\$ 174</u>	<u>\$135,030</u>

Assets in the amount of \$25,728 are included in the above totals and are subject to capital leases as disclosed in Note 4.

NOTE 4: GENERAL LONG-TERM DEBT

Long-Term Debt at December 31, 1997 consists of the following capital leases:

On October 28, 1997, the Fund leased equipment subject to 26 payments at \$276.00 monthly, with an interest rate of 3.049%.

On October 27, 1997, the Fund leased equipment subject to 20 payments at \$576.50 monthly, with an interest rate of 31.164%.

The annual requirements to amortize all debt are as follows:

Year	Principal	Interest	Total
1998	\$ 2,302	\$ 2,058	\$43,210
1999	7,908	2,354	10,240
2000	7,464	1,808	9,133
2001	8,815	1,224	8,818
2002	<u>5,474</u>	<u>821</u>	<u>6,295</u>
	<u>\$24,063</u>	<u>\$ 8,265</u>	<u>\$32,328</u>

Change in Long-Term Debt. A summary of changes in long-term obligations is as follows:

	Balance at December 31, <u>1986</u>	Current <u>Additions</u>	Current <u>Retirements</u>	Balance at December 31, <u>1987</u>
Capital leases	\$ -	\$ 31,320	\$ 1,660	\$ 29,660

NOTE 5: JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

Management has represented that there is no litigation pending against the Child Support Fund at December 31, 1987.

NOTE 6: JOINT SERVICE AGREEMENT/OPERATING GRANTS

The Child Support Enforcement Fund entered into a contract with the Bossierard District Court System to establish and administer an expedited child support enforcement activity for that area. The Fund will administer the program in return for one-half of the administrative fee deducted from the child support payments. The contract also states that the hearing officer will attend court several times a month in Bossierard in exchange for additional salary compensation. The total payments for the joint service agreement for 1987 was \$28,820, which is offset against the SA collection revenue.

The Child Support Enforcement Fund also entered into an operating grant agreement with the Calcasieu Parish Sheriff's office for the employment of two part-time individuals by the Sheriff's office. The individuals were to be hired for the specific purposes of service, notification and other duties commensurate with law enforcement for the child support enforcement section of the office of Family Support. The 1987 grant was for \$20,000. Each subsequent year, the grant will be for \$20,880.



Schedule I

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON
AN ASPECT OF FINANCIAL STATEMENTS CONDUCTED IN
ACCORDANCE WITH GOVERNMENT ACCOUNTING STANDARDS**

Board of Commissioners
14th Judicial District Court Child
Support Enforcement Fund
Lake Charles, Louisiana

We have audited the component unit financial statements of 14th Judicial District Court Child Support Enforcement Fund as of and for the year ended December 31, 1997, and have issued our report thereon dated June 24, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Accounting Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Child Support Enforcement's component unit 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 these 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 Government Accounting Standards. However, we noted one immaterial instance of noncompliance that we have reported to the management of the 14th Judicial District Court Child Support Enforcement Fund in a separately issued letter dated June 24, 1998.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Fund's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the component unit financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operations that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, would adversely affect Fund's ability to record, process, summarize and report financial data consistent with the assertions of management in the component unit financial statements. The reportable condition noted is described below.

Lack of Segregation of Duties

Condition: There is a lack of segregation of duties over financial activity.

Criteria: An effective internal control is dependent to a great extent on segregation of responsibilities for initiating, evaluating, and approving transactions from those for detail accounting and other related functions.

Effect: When internal control is limited by a lack of segregation of duties there is always a possibility that transactions could be processed that would negatively affect the entity.

Cause: Because of the entity's size, it is not feasible to segregate duties to achieve effective internal accounting control.

Recommendation: We do recommend that, whenever possible, management take an active interest in reviewing the monthly financial information.

Management's Response: Management concurs with the above recommendation.

A material weakness is a reportable 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 component unit 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. We believe that the reportable condition described above is a material weakness. However, we noted certain areas involving internal control and its operation that we have reported to the management of the 14th Judicial District Court Child Support Enforcement Fund in the attached Schedule of Current and Prior Year Findings as well as a separately issued letter dated June 24, 1998.

This report is intended for the information of the management of 14th Judicial District Court Child Support Enforcement Fund and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Blus Schramm & Co Ltd

June 28, 1998

14TH JUDICIAL DISTRICT COURT CHILD
SUPPORT ENFORCEMENT FUND
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
DECEMBER 31, 1997

Except for the continued reporting of lack of segregation of duties, there was one prior year finding presented below that was resolved prior to the issuance of the reports. The status of prior year "management letter" comments were updated on that separate listing and management addressed those issues in their "Corrective Action Plan".

1. Further Research on Certain Expenditures

Finding: In prior years, the Agency has corresponded with the Judicial Administrator regarding the use of funds from child support enforcement activities for various items. The Judicial Administrator responded by stating that the fund should only expend monies for administrative costs associated with the system to provide for expedited process for establishment of paternity and enforcement of support, as opposed to the benefit of the court as a whole. The Administrator also recommended that administrative costs could be defined by court rule. In 1996, we recommended that the Agency follow up on the Judicial Administrator's recommendation for a court rule so that there would be no question regarding certain undefined administrative costs used for general purposes.

Criteria: Generally, in the government area, there are more restrictions placed on the use of public funds.

Cause: Since there are very few agencies of this type, there is no standard with which to compare. We only have general government standards to apply.

Effect: The disbursement of funds for certain expenditures may need to be reconsidered, in light of any additional information obtained.

Recommendation: As stated before, we recommend that the Agency follow up on the Judicial Administrator's recommendation of obtaining a "court rule" over acceptable administrative expenditures. Such expenditures could include disbursements for various internal administrative costs, salaries, equipment, office supplies, and payments/grants to other organizations. We recommend that the latter type of expenditure be restricted in nature and be given only to organizations promoting objectives similar to the scope of the child support fund.

Current Status: As of the issuance of this audit report, management has established the above recommended "court rule" over acceptable administrative expenditures. We consider this item closed for reporting purposes.

Management's Response: Management has recently adopted a "Court Rule" which has been approved by the District Court members.



GUS SCHRAM & CO., Ltd.

A PROFESSIONAL CORPORATION

Certified Public Accountants

Business Consultants

Honorable Judge Billy Skell
14th Judicial District Court Child Support Enforcement Fund
Lake Charles, Louisiana

In planning and performing our audit of the component unit financial statements of the 14th Judicial District Court Child Support Enforcement Fund as of and for the year ended December 31, 1997 we considered the Fund's internal control to determine our audit procedures for the purpose of expressing an opinion on the component unit financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 24, 1998 on the component unit financial statements of the 14th Judicial District Court Child Support Enforcement Fund.

We will review the status of those comments during our next audit engagement. We have already discussed many of those comments and suggestions with various Fund personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of those matters, or to assist you in implementing the recommendations. A copy of this letter will be provided to the Legislative Auditor.

Gus Schram & Co. Ltd.

June 24, 1998

**MANAGEMENT LETTER
COMMENTS AND SUGGESTIONS**

Prior Year Comments and Suggestions

1. Collateral Agreement:

Finding: In the prior year, we were notified that a written collateral/indemnity agreement was not executed for all of the financial institutions holding deposits in excess of Federal depository insurance. This agreement establishes procedures to be followed when a primary financial institution had pledged collateral for deposit amounts exceeding the Federal depository insurance of \$100,000. The Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) requires that a security agreement be executed in order for the governmental entity to have a perfected security interest.

Recommendation: We recommended that management coordinate with all applicable financial institutions regarding the execution of the written security agreement.

Current Status: It was determined that in July, August and September, 1997, the main operating bank account exceeded \$100,000. The fiscal bank did pledge collateral which was sufficient to cover the excess amount. However, they confirmed that there was not a written security agreement to ensure proper collateralization of deposits. The second fiscal bank mentioned in 1996 did have a written security agreement executed in 1996. The Agency has funds in a third bank which did have a balance at year end which exceeded the \$100,000 FDIC coverage. There was not a written security agreement with this bank. We recommend that the Agency execute an agreement for all fiscal banks.

Current Year Comments and Suggestions

1. Fixed Assets

Finding: Fixed asset items are not tagged with an asset identification number. Tagging will facilitate the tracking of assets, when they are either moved or to be deleted.

Recommendation: We recommend that management tag each item on their fixed asset inventory listing.



Fourteenth Judicial District Court
STATE OF LOUISIANA
Lake Charles

DATE RECEIVED

OFFICE OF
BILLY H. WHEEL
JUDGE

JUNE 25, 1958

CALDWELL
BUREAU

Legislative Auditor
State of Louisiana
Post Office Box 84107
Baton Rouge, LA 70824-8107

CORRECTIVE ACTION PLAN
14th Judicial District Court
Child Support Fund

Dear Sir:

Please consider this response to the Independent Auditor's Report attached hereto.

Lack of Segregation of Duties.

Due to limited personnel and the small size of the entity, it is not feasible to segregate these duties. Management does perform a monthly overview of the accountability of the fund and will continue to do so.

Schedule 1 - Prior Year Findings - Court Rule.

Management has recently adopted a "Court Rule" which has been approved by all members of the 14th Judicial District Court which addresses and identifies most administrative expenditures. This document has been spread upon the minutes of the Court as a whole and has been provided to the Independent Auditor hereto.

Management Letter - Collateral Agreements

Management will acquire written collateral/security agreements from the financial institutions.

Management Letter - Fixed Assets.

Management is attempting a program of tagging items of inventory.

BILLY H. WHEEL
District Judge