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CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS
WITH ACCOUNTANT'S COMPILATION REPORT
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 1997

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 APR 08 1998

PHIL T. GRAHAM

CERTIFIED PUBLIC ACCOUNTANT

CITY COUNCIL MICHAEL B. CASE
FORT ALLEN, LOUISIANA

General Purpose Financial Statements
With Accountant's Compilation Report
As of and for the Year Ended
December 31, 1997

CITY MARRIAGE MICHAEL B. CASES
POST ALLEN, LOUISIANA

General Purpose Financial Statements
With Accountant's Compilation Report
As of and for the Year ended
December 31, 1987

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GENERAL PURPOSE FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION SCHEDULES

March 11, 1998

Office of Legislative Auditor
Attention: Ms. Dorothy Milner
1400 North Third Street
Post Office Box 94187
Baton Rouge, Louisiana 70804-9387

Dear Ms. Milner:

In accordance with Louisiana Revised Statute 24:514, enclosed are the general purpose financial statements, with supplemental information schedules, for City Marshal Michael E. Cases, Port Allen, Louisiana, as of and for the year ended December 31, 1997. The report includes all funds under the control and authority of City Marshal Michael E. Cases, Port Allen, Louisiana. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Very truly yours,


Michael E. Cases

City Marshal Michael B. Cases
Port Allen, Louisiana

ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$50,000 OR LESS

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues \$50,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(1)(2)(c)(ii).

AFFIDAVIT

Personally came and appeared before the undersigned authority, City Marshal Michael B. Cases, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the City Marshal Michael B. Cases, Port Allen, Louisiana, as of December 31, 1987, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

In addition, Michael B. Cases, who, duly sworn, deposes and says that the City Marshal Michael B. Cases, Port Allen, Louisiana, received \$50,000 or less in revenues and other sources for the fiscal year ending December 31, 1987, and, accordingly, is not required to have an audit for the previously mentioned fiscal year-end.



Sworn to and subscribed before me, this 2nd day of April, 1988.



NOTARY PUBLIC

Officer
Address

P.O. Box 1086
Port Allen, LA 70762

Telephone No.

337-739-3327

PHIL T. GRAHAM

CERTIFIED PUBLIC ACCOUNTANT

1731 GOODWOOD BOULEVARD, SUITE F • BATON ROUGE, LOUISIANA 70802
TELEPHONE 504-928-4885 FAX 504-928-4886

March 31, 1998

Accountant's Compilation Report

Honorable Michael E. Cases,
City Marshall of Port Allen
Port Allen, Louisiana

I have compiled the accompanying general-purpose financial statements of the Port Allen City Marshall's office, component unit of the City of Port Allen, as of and for the year ended December 31, 1997, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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



**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

CITY MARSHAL MICHAEL B. CASEE
PORT ALLEN, LOUISIANA
COMBINED BALANCE SHEET
FOR THE YEAR ENDED DECEMBER 31, 1997

	GOVERNMENTAL FUND TYPE	ACCOUNT GROUPS		TOTAL MEMORANDUM ONLY
		GENERAL FIXED ASSETS	DEFERRED LONG TERM DEBT	
Assets and Other Debits				
Cash & cash equivalents	\$ 769			\$ 769
Revenues receivable	2,135			2,135
Office equipment		\$ 20,483		20,483
Funds to be provided			4,038	4,038
Total Assets and Other Debits	<u>2,904</u>	<u>20,483</u>	<u>4,038</u>	<u>27,425</u>
Liability, Fund Equity and Other Credits				
Liabilities				
Notes payable			4,038	4,038
Fund Equity:				
Investment in general fixed assets		20,483		20,483
Fund balances (unreserved)	<u>2,904</u>			<u>2,904</u>
	<u>\$ 2,904</u>	<u>\$ 20,483</u>	<u>\$ 4,038</u>	<u>\$ 27,425</u>

See accompanying notes and Accountant's compilation report.

CITY MARSHAL MICHAEL S. CASEY
POST ALLEN, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGE IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1997

	1997
REVENUES	
City court fines	\$ 29,816
	\$ 29,816
EXPENDITURES	
General governmental:	
Deputy Marshal fees paid	15,387
Secretarial fees paid	8,778
Auto expenses	5,408
Seminars and conventions	4,145
Repairs and maintenance	388
Payroll taxes	632
Office expenses and supplies:	
office expenses	488
Professional services	48
Dues and subscriptions	350
Legal and accounting	1,180
Miscellaneous	180
Capital outlay	9,490
Debt Service:	
interest expense	411
Principle payments	2,121
Total Expenditures	41,865
EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES	(12,049)
FUND BALANCE AT BEGINNING OF YEAR	34,812
FUND BALANCE AT END OF YEAR	\$ 2,763

See accompanying notes and Accountant's compilation report.

CITY MARSHAL MICHAEL E. CASEY
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City Marshal is a component unit of the City of Port Allen, Port Allen, Louisiana. The City Marshal receives all of its revenues from City Court fines. The City Marshal's portion of these fines are received and deposited monthly. The accompanying financial statements present information only on the City Marshal component unit fund and do not present information on the City of Port Allen or any of the other governmental units that comprise the City of Port Allen.

B. Basis of Presentation

The accompanying financial statements of the City Marshal Michael E. Casey, Port Allen, Louisiana, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental accounting and financial reporting principles.

C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is 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. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

City court fines and other income are recorded when earned.

Other income is recorded when received.

Expenditures

Expenditures are recognized under the modified accrual basis of accounting when the related fund liability is incurred.

CITY MARSHAL MICHAEL B. CASEE
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits. Under state law, the Marshal may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principle offices in Louisiana.

E. Fixed Assets

Fixed assets used in governmental fund operations (General Fund Assets), are accounted for in the general fixed assets account group, rather than in the governmental funds. Fixed assets are valued at historical cost. No depreciation has been provided on fixed assets. The account group is not a fund; it is concerned only with the measurement of financial position and does not involve measurement of the results of operations.

F. Vacation and Sick Leave

Currently all Deputy Marshal services and secretarial services are provided on a contract type basis with fees paid to the individuals when services are provided. The Marshal's office does not have any employees under this arrangement and consequently does not have any vacation or sick leave obligation.

G. Long-Term Obligations

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group.

Expenditures for principle and interest payments for long-term obligations are recognized in the General Fund when due.

CITY MARSHAL MICHAEL B. CAREE
PORT BLAIS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE #3: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES. (CONTINUED)

H. Fund Equity

RESERVES:

Reserves represent those portions of fund equity not appropriate for expenditure or legally segregated for a specific purpose.

Designated Fund Balance:

Designated fund balance represents tentative plans for future use of financial resources.

I. Total Columns on Statements

The total columns on the 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.

J. Budget Practices

The City Marshal does not prepare an annual budget.

K. Cash and Cash Equivalents

At December 31, 1997, City Marshal Michael B. Caree has cash equivalents with totals as follows:

Demand Deposits	\$	769
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These deposits are stated at cost, which approximates market.

L. Changes in General Fixed Assets

Balance at January 1, 1997	\$ 14,793
Additions	5,696
Deductions	<u>None</u>
Balance at December 31, 1997	<u>\$ 20,489</u>

**CITY MARSHAL MICHAEL B. CASES
FORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1997**

NOTE #1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES. (CONTINUED)

M. Long-Term Debt

Long-term debt consists of the following:

Notes payable to Iberville Bank in monthly installments of \$287.84, including principle and interest at 7.68%, final payment due October, 1999, secured by equipment. \$ 4,000

Notes Payable	<u>Beginning</u>	<u>Issued</u>	<u>Retired</u>	<u>Ending</u>
	<u>\$ 4,000</u>		<u>\$ 4,000</u>	<u>\$ 4,000</u>

Maturities of long-term debt over the next five years are as follows:

Year Ending <u>December 31,</u>	
1998	\$2,000
1999	<u>2,000</u>
	<u>\$ 4,000</u>

N. Litigation and Claims

There is no litigation pending against City Marshal Michael B. Cases, Fort Allen, Louisiana, at December 31, 1997.