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City Court Of Plaquemine, Louisiana

ANNUAL FINANCIAL STATEMENT

For the year ended December 31, 1998

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 8-4-99

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**CALVIN L. ROBBINS, JR.**

CERTIFIED PUBLIC ACCOUNTANT  
(A PROFESSIONAL CORPORATION)

**INDEPENDENT AUDITOR'S REPORT**

City Court of Plaquemine  
Plaquemine, Louisiana

I have audited the general purpose financial statements of the City Court of Plaquemine, a component unit of the City of Plaquemine, Louisiana, as of and for the year ended December 31, 1998, as listed in the foregoing table of contents. These financial statements are the responsibility of management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my 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 I 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. I believe that my audit provides a reasonable basis for my opinion.

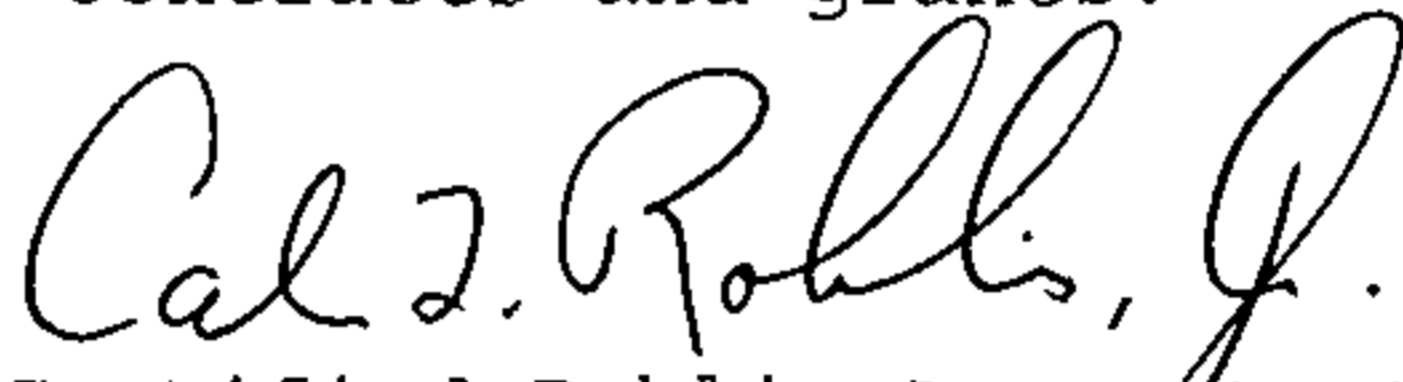
In my opinion, the financial statements referred to above present fairly the financial position of the City Court of Plaquemine as of December 31, 1998, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

My audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining statements listed as supplementary information in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the City Court of Plaquemine, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

City Court of Plaquemine

The financial information for the preceding year, which is included for comparative purposes, was taken from the financial report for that year in which I expressed an unqualified opinion on the component unit financial statements of the City Court of Plaquemine for the year ended December 31, 1997.

In accordance with Government Auditing Standards, I have also issued a report dated June 22, 1999 on my consideration of the City Court of Plaquemine's internal control over financial reporting, and on my tests of its compliance with certain provisions of laws, regulations, contracts and grants.

  
Certified Public Accountant  
(A Professional Corporation)

June 22, 1999  
Baton Rouge, Louisiana

City Court of Plaquemine  
 Plaquemine, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1998

	<u>Governmental Funds</u>		<u>Account Groups</u>		<u>Totals</u>	
	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Fiduciary Fund types</u>		<u>(Memorandum Only)</u>	
			<u>Agency</u>	<u>General Fixed Assets</u>	<u>1998</u>	<u>1997</u>
<b>A S S E T S</b>						
<u>Assets</u>						
Cash	\$ 9,853	\$ 19,531	\$ 18,344	\$ -0-	\$ 47,728	\$ 34,898
Interfund receivables	4,244	2,420	-0-	-0-	6,664	6,064
Grant Receivable	1,018	-0-	-0-	-0-	1,018	-0-
Furniture and equipment	-0-	-0-	-0-	116,958	116,958	90,255
Total Assets	\$ 15,115	\$ 21,951	\$ 18,344	\$ 116,958	\$ 172,368	\$ 131,217
<b>LIABILITIES AND FUND EQUITY</b>						
<u>Liabilities</u>						
Accounts payable	\$ -0-	\$ 189	\$ -0-	\$ -0-	\$ 189	\$ 2,299
Interfund payables	1,920	4,744	-0-	-0-	6,664	6,064
Intergovernmental payables	3,000	9,264	-0-	-0-	12,264	-0-
Other payables	-0-	-0-	18,344	-0-	18,344	13,087
Total Liabilities	- 4,920	- 14,197	- 18,344	- -0-	- 37,461	- 21,450
<u>Fund Equity</u>						
Investment in fixed assets	-0-	-0-	-0-	116,958	116,958	90,255
Fund balance -						
Unreserved and Undesignated	10,195	7,754	-0-	-0-	17,949	19,512
Total Equity	10,195	7,754	-0-	116,958	134,907	109,767
Total Liabilities and Fund Equity	\$ 15,115	\$ 21,951	\$ 18,344	\$ 116,958	\$ 172,368	\$ 131,217

See accompanying notes to financial statements.

City Court of Plaquemine

Plaquemine, Louisiana

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

ALL GOVERNMENTAL FUND TYPES

For the year ended December 31, 1998

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Totals (Memorandum Only)</u>	
			<u>1998</u>	<u>1997</u>
<u>Revenues</u>				
Court fees, fines, and costs	\$ 31,766	\$ 52,129	\$ 83,895	\$ 85,547
Interest income	357	-0-	357	136
Intergovernmental	162,119	55,117	217,236	24,945
Miscellaneous revenue	25	625	650	2,110
Process Service and NSF Fees	<u>-0-</u>	<u>7,170</u>	<u>7,170</u>	<u>10,041</u>
Total Revenues	<u>194,267</u>	<u>115,041</u>	<u>309,308</u>	<u>122,779</u>
<u>Expenditures</u>				
Current:				
Auto and travel	-0-	7,509	7,509	6,063
Drug testing supplies	-0-	7,814	7,814	-0-
Dues and seminars	6,093	3,038	9,131	4,019
Miscellaneous	1,285	784	2,069	2,411
Office supplies and expense	8,479	1,784	10,263	10,894
Professional fees	-0-	510	510	375
Repairs and maintenance	1,767	413	2,180	3,344
Process service	-0-	2,147	2,147	2,624
Subpoena expense	-0-	7,650	7,650	6,775
Personal services and related benefits	149,711	77,796	227,507	39,848
Telephone	5,322	2,066	7,388	6,683
Capital outlays	<u>25,194</u>	<u>1,509</u>	<u>26,703</u>	<u>22,800</u>
Total Expenditures	<u>197,851</u>	<u>113,020</u>	<u>310,871</u>	<u>105,836</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-(3,584)</u>	<u>- 2,021</u>	<u>-(1,563)</u>	<u>-16,943</u>

(CONTINUED)

See accompanying notes to financial statements.

City Court of Plaquemine

Plaquemine, Louisiana

COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE - (Cont'd)

ALL GOVERNMENTAL FUND TYPES

For the year ended December 31, 1998

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Totals (Memorandum Only)</u>	
			<u>1998</u>	<u>1997</u>
Excess (Deficiency) of Revenues over Expenditures from the Preceding Page	\$ (3,584)	\$ 2,021	\$ (1,563)	\$ 16,943
<u>Other Financing Sources</u>				
<u>(Uses)</u>				
Operating transfers:				
Transfers in	-0-	600	600	21,846
Transfers out	<u>(600)</u>	<u>(-0-)</u>	<u>(600)</u>	<u>(21,846)</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	(4,184)	2,621	(1,563)	16,943
Fund Balance, Beginning	<u>14,379</u>	<u>5,133</u>	<u>19,512</u>	<u>2,569</u>
Fund Balance, Ending	<u>\$ 10,195</u>	<u>\$ 7,754</u>	<u>\$ 17,949</u>	<u>\$ 19,512</u>

See accompanying notes to financial statements.

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 1998

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City Court of Plaquemine was created under the provisions of Louisiana Revised Statute 13:2488.61. The City Judge and Marshal are elected by the voters of the City of Plaquemine and serve a term of six years as provided by Louisiana Revised Statutes 13:1872 and 13:1879 respectively.

The financial statements of the City Court of Plaquemine 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 principals.

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

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

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

(CONTINUED)



City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

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

Because the City provides services, facilities, and financial support to the City Court, the City Court was determined to be a component unit of the City of Plaquemine, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Court and do not present information on the City, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

FUND ACCOUNTING - The accounts of the City Court of Plaquemine are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Revenues are accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

General Fund - The Court Expense Fund is the general fund of the City Court and is used to account for the general operating expenditures except those required to be accounted for in another fund.

(CONTINUED)

City Court of Plaquemine  
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for a specific purpose.

Marshal's Fund

The Marshal's Fund is used to account for the activities of the Marshal's office financed by revenue from court costs designated for that purpose.

Subpoena Fund

The Subpoena Fund is used to account for subpoena fees collected by the court and used to pay off-duty law enforcement officers for their appearance in court as witnesses.

Public Defender Fund

The Public Defender Fund was created in 1988 to account for the activities of the Public Defender financed by revenue from court costs designated for that purpose, as provided by R.S. 13:2488.61(c).

Probation Fund

This fund is used to account for probation fees collected by the City Court.

City Prosecutor Fund

The City Prosecutor Fund is used to account for activities of the City Prosecutor's office financed by revenue from court costs designated for that purpose.

(CONTINUED)

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Agency Funds - Are used to account for assets held by the City Court as an agent for individuals, other funds, and/or other governments. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations. As such, a statement of operations is not presented in the accompanying financial statements for any of the agency funds.

Fines, Fees, and Costs Fund

The Fines, Fees, and Costs Fund is used to account for fines and costs collected for and payable to the City of Plaquemine, Court Expense General Fund, various state agencies, and the Marshal's, Subpoena, City Prosecutor, and Public Defender Special Revenue Funds.

Civil Fund

The Civil Fund is used to account for advance costs collected from plaintiffs filing civil suits. These costs are payable to the City Court of Plaquemine's Judge and Marshal and to the Judges' Supplemental Compensation Fund, as costs are assessed. The difference between the costs, advanced by the plaintiffs, and the costs assessed against the advance is classified as receivable from or payable to the plaintiff.

Garnishment Fund

The Garnishment Fund is used to account for collection and distribution of garnishments by the City Marshal. Garnishments are collected from garnishees, by the Marshal on behalf of petitioners, to be paid to petitioners less a fee paid to the Marshal.

(CONTINUED)

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Basis of Accounting - 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.

All Funds of the City Court are accounted for using the cash basis of accounting; however, the Funds reported in the accompanying financial statements have been converted to a modified accrual basis of accounting utilizing the following practices:

Revenues

Substantially all revenues are recorded when received.

Certain receipts, as advanced deposits on fines to be finalized on the next court session, are recorded as advance deposits on fines and are not allocated to individual funds until formalized by court action.

Expenditures

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

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses). Other financing sources (uses) are recorded when the City Judge determines a transfer will not be repaid.

(CONTINUED)

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Fixed Assets

The fixed assets of the City Court are accounted for in the General Fixed Assets Account Group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost. The account group is not a "Fund." It is concerned only with the measurement of financial position and not results of operation.

Total Columns on Combined Statements

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, results of operations, or changes in financial position 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.

Comparative Data

Comparative data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the City Court's financial position and operations. Complete comparative data are not presented since the inclusion would make the statements unduly complex and difficult to read.

(CONTINUED)

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Cash

Cash includes amounts in both interest bearing and non interest bearing demand deposits. Under state law, the City Court 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 principal office in Louisiana. These deposits are stated at cost which approximates market value.

NOTE 2. COURT OPERATIONS

All fines collected by the court are required to be remitted to the City of Plaquemine. Court costs (both criminal and civil) assessed by the Judge in accordance with applicable schedules are used to pay the operational expenses of the court and other expenditures as may be approved by the Judge. The salaries of the City Marshal, City Court Clerk, City Court Prosecutor, and other City Court employees are to be paid by the City of Plaquemine. The Marshal and City Court Clerk receive supplementary pay from the state of Louisiana. The Judge's salary is paid by State Judiciary Department, City of Plaquemine, and the Iberville Parish Council. The City Court reimburses the City for some of the salaries paid by the City on behalf of the court.

In addition to a salary, the Judge is entitled to receive the same fees as are payable to the Justices of the Peace in all civil cases where the amount involved does not exceed \$100, exclusive of interest, and the same fees as are payable to the Clerk of District Court in all other civil cases. The Judge shall receive no fees in criminal matters. These fees are collected by and paid out of the Civil Fund, an agency fund.

(CONTINUED)

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 2. COURT OPERATIONS - (Cont'd)

R.S. 13:1899 provides that the City Judge in all criminal cases may assess a sum not to exceed ten dollars as additional costs of court, the proceeds from which shall be deposited in a special account, subject to audit, and used to defray operational expenses of the office of the Marshal of the Court, all as may be useful and necessary for the proper conduct of the Marshal's office, and all as may be approved by said Marshal.

R.S. 13:2488.61 C. was amended in July, 1988 to include a public defender's salary that shall be fixed by the Judge and paid out of court costs assessed for the public defender.

R.S. 13:2488.62 C. (4) provides that the City Court Judge may assess court costs against every defendant who is convicted after trial or after he pleads guilty to a traffic violation or misdemeanor to defray the expenses of the City Prosecutor. Such court costs shall not exceed seventeen dollars and fifty cents per violation or misdemeanor.

In addition to paying the salaries noted above, the City of Plaquemine also provides services, insurance, and facilities to the City Court at no charge to the Court.

NOTE 3. CHANGES IN FIXED ASSETS

The following is a summary of changes in general fixed assets:

	<u>Balance</u> <u>January 1,</u> <u>1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31,</u> <u>1998</u>
Furniture and equipment	\$ <u>90,255</u>	\$ <u>26,703</u>	\$ <u>-0-</u>	\$ <u>116,958</u>

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

**NOTE 4. INTERFUND RECEIVABLES, PAYABLES**

	<u>INTERFUND RECEIVABLES</u>	<u>INTERFUND PAYABLES</u>
<u>GENERAL FUND:</u>		
Court Expense Fund	\$ 4,244	\$ 1,920
<u>SPECIAL REVENUE FUNDS:</u>		
Marshal's Fund	-0-	1,537
Subpoena Fund	-0-	149
Public Defender Fund	1,320	500
Probation Fund	1,100	2,558
City Prosecutor Fund	-0-	-0-
<u>AGENCY FUNDS:</u>		
Fines, Fees, and Costs Fund	-0-	-0-
Civil Fund	-0-	-0-
Garnishment Fund	-0-	-0-
	\$ <u>6,664</u>	\$ <u>6,664</u>

**NOTE 5. CASH AND SECURITY**

At December 31, 1998 the court had cash (book balances) totaling \$47,728. 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. All deposits at December 31, 1998 were covered by federal deposit insurance.

**NOTE 6. OTHER PAYABLES**

Other payables at December 31, 1998 consist of the following:

Civil Fund - Advance Costs	\$ 17,762
Garnishment fund - Garnishments received but not yet disbursed	427
Fines, Fees, and Costs Fund - Amounts not yet forfeited in court	155
Total	\$ 18,344

(CONTINUED)



City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 6. OTHER PAYABLES - (Cont'd)

Advance costs represents money received in connection with civil suits. The plaintiff of each suit is required to make an advance payment to this account to cover the cost incurred by the court in processing the suit. These cash advances remain in this account until they are earned by the court, at which time they are disbursed to the proper entities, or until the case has been dismissed, at which time the remaining amount is refunded.

NOTE 7. RISK MANAGEMENT

The City Court is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters. The City Court is covered by insurance provided by the City of Plaquemine at levels which management believes is adequate to protect the City Court. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

NOTE 8. RELATED PARTY TRANSACTIONS

Salaries and benefits of the City Marshal, City Court Clerk, City Prosecutor, and other City Court employees are paid by the City of Plaquemine. Retirement systems contributions and other benefits for eligible employees are paid by the City of Plaquemine. The Judge's salary is paid by the State Judiciary Department, the City of Plaquemine, and the Iberville Parish Council. The Probation Officer and Public Defender's salaries are paid by the City of Plaquemine. The City is reimbursed out of the various funds of the Court for a portion of the salaries paid. (See Note 9.)

At December 31, 1998 the City Court General fund owed the City \$3,000, the Probation fund owed the City \$6,684 and the Public Defender fund owed the City \$2,400. These amounts are shown as intergovernmental payables on the balance sheet.

The City of Plaquemine insures the General Fixed Assets of the City Court against any loss or damage. In addition the City provides facilities, liability insurance, audit and other services to the court at no cost to the court.

City Court of Plaquemine  
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 9. INTERGOVERNMENTAL REVENUE

Intergovernmental revenue for the year ended December 31, 1998 consisted of the following:

General Fund

General support from the Iberville Parish Council	\$ 15,500
Grant - Subgrant from Louisiana Commission on Law Enforcement and Administration of Criminal Justice - matching fund grant.	10,181
On-behalf payments of salaries and fringe benefits by:	
Parish Council through the City	11,400
City of Plaquemine	88,451
State of Louisiana	<u>36,587</u>
Total General Fund	\$ <u>162,119</u>

Special Revenue Funds

Marshal's Fund

General support from the Iberville Parish Council	\$ 3,600
General support from the City of Plaquemine	7,200
Grant-Subgrant from Louisiana Commission on Law Enforcement and Administration of Criminal Justice-matching fund grant.	954

Continued

City Court of Plaquemine  
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 9. INTERGOVERNMENTAL REVENUE - Cont'd

Marshal's Fund - Cont'd

On-behalf payments of salaries and fringe benefits by:

Parish Council through the City	5,400
City of Plaquemine	8,985
State of Louisiana	<u>4,548</u>

Total Marshal's Fund \$ 30,687

Public Defender Fund

On-behalf payments of fringe benefits by the City of Plaquemine \$ 5,617

Probation fund

On-behalf payments of salaries and fringe benefits by the City of Plaquemine \$ 18,813

Summary of Special Revenue Funds Intergovernmental Revenues:

Marshal's Fund	\$ 30,687
Public Defender Fund	5,617
Probation Fund	<u>18,813</u>
Total Special Revenue Funds	\$ <u>55,117</u>

City Court of Plaquemine  
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 10. RETIREMENT COMMITMENTS

Louisiana State Employees' Retirement System (LASERS)

Plan Description

The City Court's Judge participates in the LASERS, a cost sharing multiple employer defined benefit pension plan administered by a separate Board of Trustees. The Judge receives fees from the City Court Civil Fund on which retirement contributions are computed. LASERS provides retirement, disability, and survivor benefits to participating, eligible employees. Benefits are established and amended by state statute. LASERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to Louisiana State Employees' Retirement System, Post Office Box 44213, Baton Rouge, Louisiana, 70804-4213, or by calling (225) 922-0600.

Funding Policy

The City Court Judge is required by State statute to contribute 11.5% of his annual covered salary and the Court is required to contribute at an actuarially determined rate. The current employer rate is 13.0% of annual covered payroll. The contribution requirements of plan members and the employer are established by, and may be amended by, state law. As required by state law, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Court's contributions to LASERS for the years ended December 31, 1998, and 1997 were \$7,126, and \$2,214, respectively, and were equal to the required contributions for each year.

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 10. RETIREMENT COMMITMENTS - (Cont'd)

Municipal Employees Retirement System of Louisiana (MERS)

Plan Description

The City Marshal participates in the MERS, a cost sharing, multiple employer defined benefit pension plan administered by a separate Board of Trustees. The Marshal receives compensation from the City Court Civil Fund on which retirement contributions are based. MERS provides retirement, disability, and survivor benefits to participating, eligible employees. Benefits are established and amended by state statute. MERS issues a publicly available financial report that include financial statements and required supplementary information. The report may be obtained by writing to Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana, 70809, or by calling (225) 925-4810.

Funding Policy

Plan members are required by state statute to contribute 9.25% of their annual covered salary and employers are required to contribute at an actuarially determined rate. The current employer rate is 5.75% of annual covered payroll. The contribution requirements of plan members and employers are established by, and may be amended by, state law. As required by state law, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior year. The Marshal's contributions to MERS for the years ending June 30, 1998, and 1997 were \$6,799 and \$733, respectively and were equal to the required contributions for each year.

In addition to the Marshal's compensation discussed above, and including the Marshal's regular salary, all eligible employees of the Court participated in the MERS. The retirement contribution for those employees and the Marshal's regular salary are paid by the City of Plaquemine.

City Court of Plaquemine  
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

**NOTE 11. CHANGES IN ASSETS AND LIABILITIES - ALL AGENCY FUNDS**

The following is a summary of changes in assets and liabilities of all agency funds:

	<u>Balance January 1, 1998</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance December 31, 1998</u>
<b><u>FINES, FEES, AND COSTS FUND</u></b>				
Assets	\$ <u>38</u>	\$ <u>144,701</u>	\$ <u>144,584</u>	\$ <u>155</u>
Liabilities	\$ <u>38</u>	\$ <u>144,701</u>	\$ <u>144,584</u>	\$ <u>155</u>
 <b><u>CIVIL FUND</u></b>				
Assets	\$ <u>11,947</u>	\$ <u>36,275</u>	\$ <u>30,460</u>	\$ <u>17,762</u>
Liabilities	\$ <u>11,947</u>	\$ <u>36,275</u>	\$ <u>30,460</u>	\$ <u>17,762</u>
 <b><u>GARNISHMENT FUND</u></b>				
Assets	\$ <u>1,102</u>	\$ <u>86,865</u>	\$ <u>87,540</u>	\$ <u>427</u>
Liabilities	\$ <u>1,102</u>	\$ <u>86,865</u>	\$ <u>87,540</u>	\$ <u>427</u>

City Court of Plaquemine

Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

**NOTE 12. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

In accordance with GASB Statements 24, on-behalf payments made by the City of Plaquemine, the Iberville Parish Council, and the State of Louisiana are recognized as revenues and expenditures in these financial statements. The on-behalf payments are show as intergovernmental revenue in these financial statements. The details of the amounts recognized as revenue are disclosed in Note 9. A summary is as follows:

General Fund	\$ 136,438
Marshal's Fund	18,933
Public Defender Fund	5,617
Probation Fund	<u>18,813</u>
Total	\$ <u>179,801</u>

Amounts equal to the revenue recognized have been included as expenditures in the various funds in the personal services and related benefits category.

**NOTE 13. YEAR 2000 READINESS**

The City Court of Plaquemine is currently addressing year 2000 issues. The year 2000 issue refers to the fact that many computer programs use only the last two digits to refer to a year. Therefore, both 1900 and 2000 would be referred to as "00." Computer programs have to be adjusted to recognize the difference between those two years or the program will fail or create errors. Also, some programs may not be able to recognize that 2000 is a leap year. Further, the year 2000 issue could affect electronic equipment such as environmental systems and vehicles containing computer chips that have date recognition features.

In assessing the year 2000 issue, the City Court has determined that it owns no equipment that is not year 2000 compliant that would have a material affect on its operations. The City Court is in the process of contacting its vendors to determine their year 2000 readiness

\* \* \* \* \*

SUPPLEMENTARY INFORMATION

COMBINING STATEMENTS



City Court of Plaquemine

Plaquemine, Louisiana

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

MARSHAL'S FUND

The Marshal's Fund is used to account for the activities of the Marshal's office, financed by revenue from court costs designated for that purpose.

SUBPOENA FUND

The Subpoena Fund is used to account for subpoena fees collected by the court and used to pay off-duty law enforcement officers for their appearance in court as witnesses.

CITY PROSECUTOR FUND

The City Prosecutor Fund is used to account for activities of the City Prosecutor's office financed by revenue from court costs designated for that purpose.

PUBLIC DEFENDER FUND

This Fund is used to account for the activities of the Public Defender financed by revenue from court costs designated for that purpose, as provided by R.S. 13:2488.61(c).

PROBATION FUND

This Fund is used to account for probation fees collected by the City Court.

**City Court of Plaquemine**  
 Plaquemine, Louisiana  
**COMBINING BALANCE SHEET - ALL SPECIAL REVENUE FUNDS**  
 December 31, 1998

	<u>Marshal</u>	<u>Subpoena</u>	<u>City Prosecutor</u>	<u>Public Defender</u>	<u>Probation</u>	<u>Total</u>
<b><u>ASSETS</u></b>						
Cash	\$3,640	\$4,751	\$447	\$2,353	\$8,340	\$19,531
Interfund receivables	0	0	0	1,320	1,100	2,420
Total Assets	<u>\$3,640</u>	<u>\$4,751</u>	<u>\$447</u>	<u>\$3,673</u>	<u>\$9,440</u>	<u>\$21,951</u>
<b><u>LIABILITIES AND FUND EQUITY</u></b>						
<b><u>LIABILITIES</u></b>						
Accounts payable	\$189	\$0	\$0	\$0	\$0	189
Interfund payables	1,537	149	0	500	2,558	4,744
Intergovernmental payables	0	0	0	2,400	6,864	9,264
Total Liabilities	1,726	149	0	2,900	9,422	14,197
<b><u>FUND EQUITY</u></b>						
Fund balance - unreserved and undesignated	1,914	4,602	447	773	18	7,754
Total Liabilities and Equity	<u>\$3,640</u>	<u>\$4,751</u>	<u>\$447</u>	<u>\$3,673</u>	<u>\$9,440</u>	<u>\$21,951</u>

**City Court of Plaquemine**  
 Plaquemine, Louisiana  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -**  
ALL SPECIAL REVENUE FUNDS  
 December 31, 1998

	<u>Marshal</u>	<u>Subpoena</u>	<u>City</u> <u>Prosecutor</u>	<u>Public</u> <u>Defender</u>	<u>Probation</u>	<u>Total</u>
<b>REVENUES</b>						
Court fees, fines, and costs	\$11,381	\$9,354	\$1,924	\$15,049	\$14,421	\$52,129
Intergovernmental revenues	30,687	0	0	5,617	18,813	55,117
Miscellaneous revenues	0	0	0	0	625	625
Process service and NSF fees	<u>7,170</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,170</u>
Total Revenues	49,238	9,354	1,924	20,666	33,859	115,041
-----						
<b>EXPENDITURES</b>						
CURRENT:						
Auto and travel	7,509	0	0	0	0	7,509
Drug testing supplies	0	0	0	0	7,814	7,814
Dues and seminars	2,483	0	555	0	0	3,038
Miscellaneous	104	129	444	0	107	784
Office supplies and expense	1,218	0	566	0	0	1,784
Professional fees	510	0	0	0	0	510
Repairs and maintenance	0	0	381	0	32	413
Process service expense	2,147	0	0	0	0	2,147
Subpoena expense	0	7,650	0	0	0	7,650
Personal services & related benefits	32,183	0	0	19,936	25,677	77,796
Telephone	1,104	0	962	0	0	2,066
CAPITAL OUTLAYS	<u>689</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>820</u>	<u>1,509</u>
Total Expenditures	<u>47,947</u>	<u>7,779</u>	<u>2,908</u>	<u>19,936</u>	<u>34,450</u>	<u>113,020</u>
-----						
Excess (Deficiency) of Revenues Over Expenditures	1,291	1,575	(984)	730	(591)	2,021
-----						
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers from (to) other funds	0	0	0	0	600	600
-----						
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Uses	1,291	1,575	(984)	730	9	2,621
Fund Balance, January 1, 1998	623	3,027	1,431	43	9	5,133
Fund Balance, December 31, 1998	<u>\$1,914</u>	<u>\$4,602</u>	<u>\$447</u>	<u>\$773</u>	<u>\$18</u>	<u>\$7,754</u>

**City Court Of Plaquemine**

**Plaquemine, Louisiana**

**AGENCY FUNDS**

Agency funds are used to account for assets held by the City Court as an agent for individuals, other funds and/or other governments. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations. As such a statement of operations is not included in the accompanying financial statements for any of the agency funds.

**FINES, FEES, AND COSTS FUND**

The Fines, Fees, and Costs Fund is used to account for fines and costs collected for and payable to the City of Plaquemine, Court Expense General Fund, various state agencies, and the Marshal's, Subpoena, City Prosecutor, and Public Defender Special Revenue Funds.

**CIVIL FUND**

The Civil Fund is used to account for advance-costs collected from plaintiffs filing civil suits. These costs are payable to the City Court of Plaquemine's Judge and Marshal and to the City Judges' Supplemental Compensation fund, as costs are assessed. The difference between the costs, advanced by the plaintiffs, and the costs assessed against the advance is classified as receivable from or payable to the plaintiff.

**GARNISHMENT FUND**

The Garnishment Fund is used to account for collection and distribution of garnishments by the City Marshal. Garnishments are collected from garnishees, by the Marshal on behalf of petitioners, to be paid to the petitioners less a fee paid to the Marshal.

City Court Of Plaquemine

Plaquemine, Louisiana

COMBINING BALANCE SHEET - ALL AGENCY FUNDS

December 31, 1998

	<u>Fines, Fees, and Costs</u>	<u>Civil</u>	<u>Garnish- ment</u>	<u>Total</u>
<b><u>ASSETS</u></b>				
Cash	\$ <u>155</u>	\$ <u>17,762</u>	\$ <u>427</u>	\$ <u>18,344</u>
<b><u>LIABILITIES</u></b>				
Other payables	\$ <u>155</u>	\$ <u>17,762</u>	\$ <u>427</u>	\$ <u>18,344</u>

City Court Of Plaquemine  
Plaquemine, Louisiana

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
ALL AGENCY FUNDS

December 31, 1998

	<u>Balance</u> <u>January 1,</u> <u>1998</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>December 31,</u> <u>1998</u>
<b><u>FINES, FEES, AND COSTS FUND</u></b>				
Assets:				
Cash	\$ <u>38</u>	\$ <u>144,701</u>	\$ <u>144,584</u>	\$ <u>155</u>
Liabilities:				
Other payables	\$ <u>38</u>	\$ <u>144,701</u>	\$ <u>144,584</u>	\$ <u>155</u>
<b><u>CIVIL FUND</u></b>				
Assets:				
Cash	\$ <u>11,947</u>	\$ <u>36,275</u>	\$ <u>30,460</u>	\$ <u>17,762</u>
Liabilities:				
Other payables	\$ <u>11,947</u>	\$ <u>36,275</u>	\$ <u>30,460</u>	\$ <u>17,762</u>
<b><u>GARNISHMENT FUND</u></b>				
Assets:				
Cash	\$ <u>1,102</u>	\$ <u>86,865</u>	\$ <u>87,540</u>	\$ <u>427</u>
Liabilities:				
Other payables	\$ <u>1,102</u>	\$ <u>86,865</u>	\$ <u>87,540</u>	\$ <u>427</u>
<b><u>COMBINED TOTALS</u></b>				
Assets:				
Cash	\$ <u>13,087</u>	\$ <u>267,841</u>	\$ <u>262,584</u>	\$ <u>18,344</u>
Liabilities:				
Other payable	\$ <u>13,087</u>	\$ <u>267,841</u>	\$ <u>262,584</u>	\$ <u>18,344</u>



**CALVIN L. ROBBINS, JR.**

CERTIFIED PUBLIC ACCOUNTANT  
(A PROFESSIONAL CORPORATION)

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

City Court of Plaquemine  
Plaquemine, Louisiana

I have audited the financial statements of the City Court of Plaquemine, a component unit of the City of Plaquemine, Louisiana, as of and for the year ended December 31, 1998, and have issued my report thereon dated June 22, 1999. I have conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**COMPLIANCE**

As part of obtaining reasonable assurance about whether the City Court of Plaquemine's financial statements are free of material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing my audit, I considered City Court of Plaquemine's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I considered to be a reportable condition. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely affect the City Court's ability to

June 22, 1999

record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the following paragraph.

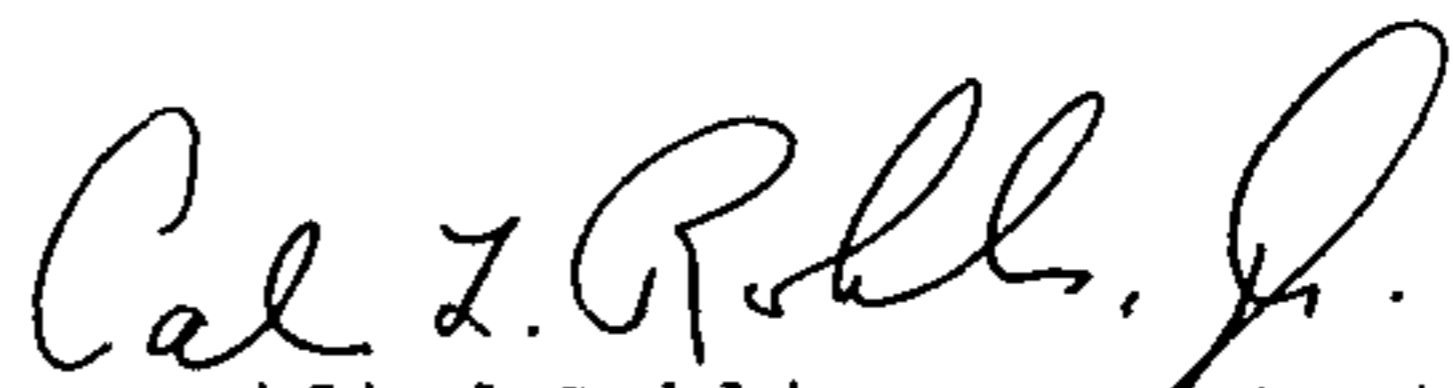
An important element in designing an internal accounting control system that safeguards assets and reasonably insures the reliability of the accounting records is the concept of segregation of responsibilities. No one person should be assigned duties that would allow that person to commit an error or perpetrate fraud and to conceal the error or fraud. For example, the same person should not be responsible for any two of the following functions:

- 1) Authorization of a transaction;
- 2) Recording of the transaction; and
- 3) Custody of assets involved in the transaction.

Due to the small size of the organization, a proper segregation of duties is not possible with respect to cash transactions. Management believes it is not practical or cost effective to correct this weakness.

A material weakness is a reportable condition in which the design or operation 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 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. My 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. However, I believe that the reportable condition disclosed above relating to lack of segregation of duties is a material weakness.

This report is intended for the information of management and the Legislative Auditor of the State of Louisiana. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

  
Certified Public Accountant  
(A Professional Corporation)

June 22, 1999  
Baton Rouge, Louisiana