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PARISH COURT FOR THE PARISH OF ASCENSION JUDICIAL EXPENSE FUND STATE OF LOUISIANA ASCENSION PARISH

99800181

ANNUAL FINANCIAL REPORT

JUNE 30, 1998

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Release Date. WAN 2 0 1999

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### MARILYN M. LAMBERT ASCENSION PARISH COURT JUDGE

828-202 S. IRMA BLVD. GONZALES, LOUISIANA 70737

PHONE (504) 621-8500 FAX (504) 647-9975

December 4, 1998

Office of the Legislative Auditor Attention: Ms. Dorothy Milner P. O. Box 94397 Baton Rouge, Louisiana 70804-9397

Dear Ms. Milner:

In accordance with Louisiana Revised Statute 25:514, enclosed are the general purpose financial statements with supplemental schedules for the Ascension Parish Court Judicial Expense Fund as of and for the year ended June 30, 1998. The report includes all funds under the control and authority of the Parish Court. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,

Marilyn Lambert

Judge, Ascension Parish Court

Enclosure

#### ASCENSION PARISH COURT JUDICIAL EXPENSE FUND

Gonzales, Louisiana

GENERAL PURPOSE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1998

Required by Louisiana Revised Statute 24:514 to be filed with the Office of Legislative Auditor within 90 days after the close of the fiscal year.

#### AFFIDAVIT

Personally came and appeared before the undersigned authority, Marilyn Lambert, Judge of Ascension Parish Court, Who duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Ascension parish Court Judicial Expense Fund as of June 30, 1998, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

	ENSION PARISH COURT
Sworn to and subscribed before me December 1998.  NOTARY PUBLIC	Mille
Chief Executive Officer	
Address	
•	
Telephone No.	<u> </u>

--- - . . . . . . . . .

### Kernan & Lambert

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INDEPENDENT AUDITORS' REPORT

The Honorable Marilyn Lambert, Judge Ascension Parish Court Judicial Expense Fund 828-209 South Irma Blvd. Gonzales, Louisiana 70737

We have audited the general purpose financial statements of the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND as of June 30, 1998, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND. 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 general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND, as of June 30, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The financial statements of the individual funds and account groups as listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

The Honorable Marilyn Lambert, Judge Ascension Parish Court Judicial Expense Fund

In accordance with Government Auditing Standards, we have also issued a report dated December 4, 1998 on our consideration of the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND'S internal control structure and a report dated December 4, 1998 on its compliance with laws and regulations.

The financial statements for the year ended June 30, 1997 as presented in Exhibit C & D, were audited by us and we expressed an unqualified opinion on them in our report dated December 4, 1997, but we have not performed any auditing procedures since that date.

Baton Rouge, Louisiana December 4, 1998

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## PARISH COURT FOR THE PARISH OF ASCENSION JUDICIAL EXPENSE FUND STATE OF LOUISIANA

### COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 1998

ASSETS	_	ENERAL FUND	i	ERAL FIXED ASSETS DUNT GROUP	(Me	TOTALS morandum Only
Cash Revenues Receivable	\$	52,940	\$		\$	52,940
Fines and forfeitures Office furniture and		22,325				22,325
fixtures Equipment				110,461 <u>38,546</u>		110,461 <u>38,546</u>
TOTAL ASSETS		75,265 ======	\$	149,007	\$	224,272
LIABILITIES AND FUND EQUITY						
Liabilities:						
Accounts payable Payroll taxes payable	\$	3,853 1,054	\$		\$	3,853 <u>1,054</u>
TOTAL LIABILITIES	\$	4,907	\$	<b>-</b>	\$	4,907
Fund equity:						
Investment in general fixed assets	\$		\$	149,007	\$	149,007
Fund balance - undesignated		70,358				70,358
TOTAL FUND EQUITY		70,358		149,007		219,365
				<u> </u>		
TOTAL LIABILITIES AND FUND EQUITY	\$	75,265 ======	\$	149,007 ======	\$	224,272

SEE ACCOUNTANT'S REPORT ATTACHED
THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT

## COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES ALL GOVERNMENTAL FUND TYPES

#### FOR THE YEAR ENDED JUNE 30, 1998

	GENERAL FUND (1)
REVENUES:	
Fines and forfeitures	\$ 176,600
Interest earned	<u>1,199</u>
Total revenues	177,799
EXPENDITURES:	
Ad-hoc Judge expense	648
Salaries	61,899
Automobile	4,187
Conference, seminars and meetings Equipment purchases	7,590 15,094
Furniture and fixtures	93,893
Office supplies and expenses	2,769
Other	3,218
Professional services	6,430
Retirement expense - employees	1,326
Insurance	626
Taxes	5,602
Litter program Utilities and telephone	6,909 7,254
ociticies and cerebnone	1,234
Total expenditures	\$ <u>217,445</u>
EXCESS OF EXPENDITURES OVER REVENUES	(39,646)
FUND BALANCE AT BEGINNING OF YEAR	110,004
FUND BALANCE AT END OF YEAR	\$ 70,358

# SEE ACCOUNTANT'S REPORT ATTACHED (1) THE GENERAL FUND IS THE ONLY FUND PRESENTLY REQUIRED TO BE MAINTAINED THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 1998

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Parish Court for the Parish of Ascension was established under the provision of Section 2563 of Title 13 of the Louisiana Revised Statutes. The boundaries of the court is the entire Parish of Ascension, including municipalities. The statute provides for establishment of a Judicial Expense Fund for the operation of the court from costs, not to exceed \$5.00, (\$15.00 effective 8/21/92) imposed on all pleas before The Clerk of Court of Ascension Parish is the court. designated custodian of the funds, which are to be disbursed only upon orders of the Judge of the parish court, for purposes related to the proper administration of the court. However, no salary shall be paid from the Judicial Expense Fund to the Judge, except to the Judge appointed temporarily under the provisions of Revised Statute 13:2563.9. This fund is in addition to other monies provided by law for such purposes. The Judge shall be elected by the qualified electors of the Parish of Ascension. In prior years, an advance deposit fund for civil and criminal funds was maintained; this function has been transferred to the Clerk of Court of Ascension Parish.

- A. BASIS OF PRESENTATION The accompanying financial statements of the Parish
  Court for the Parish of Ascension, Judicial Expense
  Fund 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 standardsetting body for establishing governmental and
  financial reporting principles.
- B. <u>REPORTING ENTITY</u> For financial reporting purposes, in conformance with
  the National Council on Governmental Accounting
  Statement 3, the Parish Court for the Parish of
  Ascension Judicial Expense Fund is a part of the State
  of Louisiana judicial system. The accompanying
  financial statements present financial information
  only on the operation of the Judicial Expense Fund of
  the Ascension Parish Court, a component of the State
  of Louisiana judicial system.
- C. <u>FUND ACCOUNTING</u> The Judicial Expense Fund of the Ascension Parish Court is organized and operated on a fund basis whereby a separate self-balancing set of accounts (General Fund) is maintained that comprises its assets, liabilities, fund equity, revenues and expenditures.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED JUNE 30, 1998

D. FIXED ASSETS AND LONG-TERM LIABILITIES The Judicial Expense Fund of the Ascension Parish
Court has established detailed accounting records for
its fixed assets. Fixed assets used in governmental
fund type operations (general fixed assets) are
accounted for in the General Fixed Assets Account
Group and are recorded as expenditures in the
governmental fund types when purchased. No
depreciation has been provided on general fixed
assets.

There are no long-term liabilities at June 30, 1998.

E. BASIS OF ACCOUNTING Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The records of the Parish Court are maintained on a cash basis of accounting. However, the General Fund, as reported in the accompanying financial statements, was converted to a modified accrual basis of accounting utilizing the following practices:

Revenues -Fines and forfeitures are recorded in the year they are collected by the sheriff and various municipalities.

All other revenues are recorded when received.

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

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED JUNE 30, 1998

- G. <u>BUDGETARY PRACTICES</u> The Parish Court, Judicial Expense Fund did not adopt a budget for the General Fund for the year ended June 30, 1998. The Criminal Court funds are "judicial funds" and, therefore, not subject to provisions of the Local Government Budget Act.
- H. <u>VACATION AND SICK LEAVE</u> The Parish Court does not have a formal vacation and sick leave policy.
- I. <u>CASH AND CASH EQUIVALENTS</u> Cash represents the amount in interest bearing demand deposits as of June 30, 1998. These deposits are insured up to \$100,000.00 by the Federal Deposit Insurance Corporation.
- 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.

#### 2. PENSION PLAN

Substantially all employees of the Parish Court, Judicial Expense Fund are members of the Parochial Employees Retirement System of Louisiana (System), a multiple-employer (cost-sharing), defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Judicial Expense Fund are members of Plan B.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan B, employees who retire at or after age 62 with at least 10 years of creditable service or at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2 per cent of their final-average monthly salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3 per cent for each year retirement precedes age 62 unless he has at least 30 years of creditable service.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED JUNE 30, 1998

In any case, monthly retirement benefits paid under Plan B cannot exceed 100 per cent of final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

Under Plan B, members are required by state statute to contribute 2.0 percent of their annual covered salary in excess of \$1,200 and the Judicial Expense Fund is required to contribute at an actuarially determined rate. The current rate is 2.5 percent of annual covered payroll.

Contributions to the System include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Judicial Expense Fund are established and may be amended by state statute. As provided by Louisiana Revised Statute employer contributions are determined by 11:103, the actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Judicial Expense Fund's contributions to the System under Plan B for the years ending June 30, 1998, 1997 and 1996 were \$1,326, \$622, and \$268, respectively, which were equal to the required contributions for each year.

#### 3. LITIGATION

There is no litigation pending against the Parish Court.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED JUNE 30, 1998

#### 4. CHANGES IN GENERAL FIXED ASSETS

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

	Balance June 30, 1997	<u>Additions</u>	<u>De</u>	<u>letions</u>	Balance June 30, 1998 .
Office Furniture & fixtures	\$ 16,568	\$ 93,893	\$	-0-	\$110,461
Equipment	23,452	15,094	-	-0-	38,546
TOTALS	\$ 40,020	\$108,987 ======	\$	-0-	\$149,007 ======

Included in office furniture and fixture additions for 1998 is \$50,095 of office remodeling and renovations to the Parish Courthouse facilities.

#### 5. LEASES

There were no lease arrangements entered into as of June 30, 1998. All office and court room facilities are provided by the governing authority of the parish, as required by legislative statute.

#### 6. YEAR 2000 ISSUE

After careful review, it was determined that no material adverse effects to the Ascension Parish Court, Judicial Expense Fund will result from any year 2000 problems.

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## PARISH COURT FOR THE PARISH OF ASCENSION JUDICIAL EXPENSE FUND STATE OF LOUISIANA

#### COMPARATIVE BALANCE SHEET - GENERAL FUND JUNE 30,

ASSETS	<u> 1998</u>	<u> 1997</u>
Cash	\$ 52,940	\$ 93,448
Revenues receivable Fines and forfeitures	22,325	17,578
TOTAL ASSETS	\$ 75,265	\$ 111,026 ======
LIABILITIES AND FUND EQUITY		
Liabilities: Accounts payable Payroll taxes payable	\$ 3,853 1,054	\$ 236 786
TOTAL LIABILITIES	4,907	1,022
Fund Equity: Fund balance - undesignated	70,358	110,004
TOTAL LIABILITIES AND FUND EQUITY	\$ 75,265	\$ 111,026 ======

## PARISH COURT FOR THE PARISH OF ASCENSION JUDICIAL EXPENSE FUND STATE OF LOUISIANA

### COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS JUNE 30,

	<u> 1998</u>	<u> 1997</u>
General fixed assets, at cost:		
Office furniture and fixtures Equipment	\$ 110,461 <u>38,546</u>	\$ 16,568 23,452
Total general fixed assets	\$ 149,007	\$ 40,020
T		
Investment in general fixed assets:		
Property acquired from general fund revenues	\$ 149,007 =====	\$ 40,020

### STATEMENT OF CHANGES IN GENERAL FIXED ASSETS

#### FOR THE YEAR ENDED JUNE 30, 1998

	OFFICE FURNITURE & FIXTURES	EQUIPMENT	TOTAL
General fixed asset, beginning of year	\$ 16,568	\$ 23,452	\$ 40,020
Additions: General fund revenues	93,893	15,094	108,987
Deletions			
General fixed assets, end of year	\$ 110,461	\$ 38,546	\$ 149,007 ======

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REPORT ON THE INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT ON THE GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Marilyn Lambert, Judge Ascension Parish Court Judicial Expense Fund 828-209 South Irma Blvd. Gonzales, Louisiana 70737

We have audited the general purpose financial statements of the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND as of and for the year ended June 30, 1998, and have issued our report thereon dated December 4, 1998. 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 Parish Court for the Parish of Ascension, Judícial Expense Fund, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements 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 of 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.

In planning and performing our audit, we considered the Ascension Parish Court, Judicial Expense Fund's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily

Ascension Parish Court Judicial Expense Fund Page two

disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the use of management and the cognizant audit agency, and other grantor agencies, and should not be used for any other purpose. This restriction is not intended to limit the distribution of the report which, upon acceptance by the Parish Court is a matter of public record.

Baton Rouge, Louisiana

Kernan and Lambort

December 4, 1998

### Kernan & Lambert

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#### REPORT ON COMPLIANCE WITH LAWS AND REGULATIONS

The Honorable Marilyn Lambert, Judge Ascension Parish Court Judicial Expense Fund 828-209 South Irma Blvd. Gonzales, La. 70737

We have audited the general purpose financial statements of the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND as of and for the year ended June 30, 1998, and have issued our report thereon dated December 4, 1998.

We conducted our audit in accordance with generally accepted auditing standards, <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States; and the <u>Louisiana Governmental Audit Guide</u>, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. 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 Judicial Expense Fund is the responsibility of the management of the PARISH COURT for the PARISH OF ASCENSION. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the JUDICIAL EXPENSE FUND'S compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements 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 indicate that, with respect to the items tested, the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the PARISH COURT for the PARISH OF ASCENSION, JUDICIAL EXPENSE FUND had not complied, in all material respects, with those provisions.

Keman and Lambert
Baton Rouge, Louisiana

December 4, 1998

### ASCENSION PARISH COURT JUDICIAL EXPENSE FUND

#### SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS YEAR ENDED JUNE 30, 1998

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

<u>Timely Deposit of Revenues</u> - To insure timely reporting - issue resolved

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

N/A

#### SECTION III MANAGEMENT LETTER

1.) Timely Deposits - FY 6/97 - To insure timely reporting - Resolved

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### ASCENSION PARISH COURT JUDICIAL EXPENSE FUND

#### MANAGEMENT'S CORRECTIVE ACTION PLAN YEAR ENDED JUNE 30, 1998

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

None Reported

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

None Reported

SECTION III MANAGEMENT LETTER

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None Reported