

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
December 31, 2000

Audit of General Purpose Financial Statements

December 31, 2000

Under provisions of state law this report is a public document. A copy of this report has been submitted to the entity and other appropriate public officials. This report is available for public inspection at the fiscal storage office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-28-01

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To the Chief Judge and Judges
of the Twenty-Second Judicial District Court
Washington, St. Tammany Parish, Louisiana

Independent Auditor's Report

We have audited the accompanying general purpose financial statements of the **TWENTY-SECOND JUDICIAL DISTRICT COURT** as of and for the year ended December 31, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of the **TWENTY-SECOND JUDICIAL DISTRICT COURT's** management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. These 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 **TWENTY-SECOND JUDICIAL DISTRICT COURT** as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Governmental Auditing Standards*, we have also issued our report dated June 1, 2004 on our consideration of the **TWENTY-SECOND JUDICIAL DISTRICT COURT's** internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying information listed as supplemental information in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. 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.

Arthur, Schuler & Associates, P.A.

A Professional Accounting Corporation

June 1, 2004

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
December 31, 2002
With Comparative Data for 2001

ACCOUNT	Governmental	Account	Totals	
	Fund Type	Group	(Dollars/cent only)	
	Special Revenue	General Fund Assets	2002	2001
Cash and Cash Equivalents:	\$ 1,893,809	\$ -	\$ 1,893,809	\$ 2,069,488
Receivables	56,363	-	56,363	28,861
Due from/Other Court Funds	13,127	-	13,127	4,588
Office Furniture and Equipment	-	71,588	71,588	101,091
Reserve/Retain	-	66,292	66,292	11,778
Total Assets	\$ 1,963,299	\$ 33,208	\$ 1,996,507	\$ 2,485,706
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts Payable	\$ 43,437	\$ -	\$ 43,437	\$ 16,411
Due to/Other Government	24,896	-	24,896	11,409
Due to/Other Court Funds	10,127	-	10,127	9,288
Total Liabilities	\$ 78,460	\$ -	\$ 78,460	\$ 37,108
Fund Equity:				
Investment in General Fund Assets	-	33,208	33,208	144,609
Fund Balance:				
Unassigned - Undesignated	1,884,839	-	1,884,839	2,343,689
Total Fund Equity	\$ 1,884,839	\$ 33,208	\$ 1,918,047	\$ 2,481,098
Total Liabilities and Fund Equity	\$ 1,963,299	\$ 33,208	\$ 1,996,507	\$ 2,485,706

The accompanying notes are an integral part of these financial statements.

THIRTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Year Ended December 31, 2022
With Comparative Totals for 2021

	Funds	
	2022	2021
REVENUES		
General Court Revenue		
Child Care	\$ 109,418	\$ 102,000
Real Estate Fees	16,685	20,007
Court Cost	101,476	-
Other Fees	184,608	140,607
Infused Fees		
Child Support/Visitation Fees	392,036	400,000
Probation Fees	450,000	360,000
Drug Screen	148,000	208,475
Other Revenues		
Interest Earned	18,370	66,700
Refund and Other Grants	173,668	-
Miscellaneous	4,500	10,000
Total Revenues	<u>1,493,295</u>	<u>1,451,800</u>
EXPENDITURES		
Salaries and Related Benefits	671,182	690,040
Contracted Services		
Attorney Fees	1,008	-
Court Reporters	20,710	28,600
Audit Fees	11,400	4,000
DRT Case Instructors	30,000	24,000
Computer Programming	44,008	34,700
Statistical Services	8,700	30,000
South Service Bureau	175,000	175,000
Interpreter/Training and Lab/Transcripts	81,600	-
Rent	47,076	48,700
Judicial Defender Board	40,000	40,000
Clerical Attorney's Office	36,000	36,000
Payroll, Miscellaneous and Remuneration	1,200	10,000
Insurance	1,000	14,000
Utilities	2,700	-
Telephone	14,000	14,000
Travel, Subscriptions, and Law Books	20,000	20,000
Other Services	358,874	350,000
Incentive Program	700	2,000
Child-Care/Personnel	1,400	1,400
Supplies and Supplies	216,400	81,400
Other		
Educational Services - Travel, Meals, Lodging, and Registration Fees	40,000	10,000
Administrative Materials	4,000	2,000
Miscellaneous	8,000	7,000
Capital Outlay	130,000	100,000
Total Expenditures	<u>1,478,432</u>	<u>1,420,840</u>
CHANGE (INCREASE)/OF REVENUES OVER EXPENDITURES	<u>14,863</u>	<u>30,960</u>
FUND BALANCE - BEGINNING	<u>1,188,428</u>	<u>1,088,117</u>
FUND BALANCE - ENDING	<u>1,203,291</u>	<u>1,119,077</u>

The accompanying notes are an integral part of these financial statements.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, D. C. Thomas Parham, Clerk
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
ACTUAL AND BUDGET (GAAP BASIS) - SPECIAL REVENUE FUNDS
For The Year Ended December 31, 2011

	Actual	Budget	Variance Favorable (Unfavorable)
REVENUES			
Current Court Operations			
Court Fees	\$ 121,410	\$ 120,000	\$ 1,410
Bail Bonifications	45,000	45,000	0
Court Cost	177,474	174,000	(3,474)
Other Fees	184,600	70,000	114,600
Amendments			
Child Support Enforcement Fees	350,476	400,000	(49,524)
Probation Fees	479,894	400,000	79,894
Drug Courts	140,178	223,000	(82,822)
Other Revenues			
Interest Earnings	28,170	40,000	(11,830)
Grants and Donor Grants	177,940	177,000	940
Miscellaneous	4,768	-	4,768
Total Revenues	<u>1,675,730</u>	<u>1,673,000</u>	<u>2,730</u>
EXPENDITURES			
Salaries and Related Benefits	692,800	754,000	(61,200)
Contracted Services			
Attorney Fees	3,075	30,000	(26,925)
Court Reporting	80,700	80,000	700
Audit Fees	11,800	14,000	(2,200)
IT/IT Help Support	30,750	34,000	(3,250)
Computer Programming	43,000	43,000	0
Statistical Services	8,000	22,000	(14,000)
Youth Services Bureau	158,000	142,000	16,000
Evaluation/Training and Lab/Consultants	88,000	78,000	10,000
Rent	67,000	64,000	3,000
Judges/Deliberative Board	40,000	40,000	0
Clerical Attorney Office	34,000	34,000	0
Regulatory Administration and Maintenance	1,000	20,000	(19,000)
Insurance	1,000	30,000	(29,000)
Utilities	2,700	-	2,700
Telephone	10,000	25,000	(15,000)
Cops, Sheriffs/police, and Law Books	30,200	41,000	(10,800)
Drug Courts	122,000	120,000	2,000
Initiative Program	500	10,000	(9,500)
ODJ/Court Monitoring	1,700	-	1,700
Materials and Supplies	214,400	74,000	140,400
Other			
Miscellaneous Services / Travel, Meals, Printing, and Registration Fees	48,000	49,000	(1,000)
Administrative Meetings	4,000	4,000	0
Miscellaneous	4,200	40,000	(35,800)
Capital Expenditures	110,000	203,000	(93,000)
Total Expenditures	<u>1,778,200</u>	<u>1,774,700</u>	<u>3,500</u>
EXCESS (OR DEFICIENCY) OF REVENUES OVER EXPENDITURES	(102,470)	(1,700)	(100,770)
FUND BALANCE - BEGINNING	1,188,000	1,188,000	-
FUND BALANCE - ENDING	<u>1,085,530</u>	<u>1,086,300</u>	<u>770</u>

The accompanying notes are an integral part of these financial statements.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PRESENTATION

The general purpose financial statements of the **TWENTY-SECOND JUDICIAL DISTRICT COURT** (the Court) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

REPORTING ENTITY

The general purpose financial statements of the Court include the Judicial Expense Special Revenue Fund, the Child Support Special Revenue Fund, the Adult Drug Court Program Special Revenue Fund, the Juvenile Drug Court Special Revenue Fund and the General Fund Asset Account Group. The Criminal Court Fund (essentially the general fund) is included in the basic financial statements of St. Tammany Parish because the Parish is responsible for any deficiency in the fund.

FUND ACCOUNTING

The Court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and aid in financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the Court are classified as governmental funds. Governmental funds account for the Court's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fund assets. All of the governmental funds of the Court are considered to be special revenue funds.

Establishment and description of these funds are as follows:

Judicial Expense Fund

The Judicial Expense Fund of the Court was established under the provisions of the Louisiana Legislative Act 529 in 1988. The act specifies that the clerks of courts and the sheriffs of the Parishes of St. Tammany and Washington shall collect a fee, limited by laws as to the amount, for each civil suit and criminal case filed within the court's jurisdiction. The clerks of court and the sheriffs of the Parishes of St. Tammany and Washington shall place all monies collected or received under this Act in a separate account to be designated as the Judicial Expense Fund for the Court in depositories to be designated by the judges of the Court, as here.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE A
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FUND ACCOUNTING (Continued)

Judicial Expense Fund (Continued)

The judges, en banc, shall have control over the fund and all disbursements made therefrom. They shall cause to be conducted annually an audit of the fund and the books and accounts relating thereto, and shall file the same with the Office of the Legislative Auditor, where it shall be available for public inspection.

In general, the Judicial Expense Fund was established and may be used for any purpose or purposes connected with, incidental to, or related to the proper administration or function of the Court or the offices or the individual judges and is in addition to any and all other funds, salaries, expenses, or other monies that are now or hereafter provided, authorized or established by law for any of the aforesaid purposes. No salary shall be paid from the Judicial Expense Fund to any of the judges of the 22nd Judicial District, except as may be paid for administering the said funds, and then only after prior legislative approval.

Child Support Fund

The Child Support Fund of the Court was established under the provisions of Louisiana Revised Statutes 46:236.3, effective January 1, 1989. Under these statutes, the Court has implemented an expedient process for the establishment, modification and enforcement of support obligations by authorizing and directing the judge presiding over the Family Section (Child Support) of the Court to appoint one or more Hearing Officers, who shall serve at his pleasure, to hear support and support related matters.

The Fund is authorized to assess a fee of five (5) percent on all support obligations made executory on or after January 1, 1989, as a result of hearing on a rule to enforce support.

Adult Drug Court Program Fund

The Drug Court Program Fund was established in 1999 subsequent to the Court being awarded a grant from the U.S. Department of Justice through its Office of Justice Programs. The Drug Court program is designed to be a prosecution diversion program for nonviolent offenders of illegal drug possession. The Drug Court program provides counseling to participants; however, the participants agree to random drug testing to monitor their use of illegal drugs.

Juvenile Drug Court Program Fund

The Court began administering funds for the Juvenile Drug Court in July 2003. The Youth Service Bureau was the prior administrator of this grant. This program is designed to implement the same policies as the Adult Drug Court Program, except the targeted participants are juveniles. Funding for the Juvenile Drug Court Program Fund is provided through a direct grant from the United States Department of Justice, a grant passed through the Louisiana Commission on Law Enforcement, and funding provided the State Supreme Court.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are accrued when the amounts to be received are both measurable and available.

Expenditures

Expenditures, under the modified accrual basis of accounting, are recorded at the time the liabilities are incurred. Capital outlays are recorded as expenditures at the time of acquisition.

Other Financial Sources

Advances between funds that are not expected to be repaid are accounted for as transfers. In those cases in which repayments are expected, the advances are accounted for through the various due to and due from accounts.

BUDGET POLICIES

The Court prepares an annual budget for its Judicial Expense Fund, Child Support Fund, and Adult Drug Court Fund. The budgets are prepared on a basis consistent with GAAP. The budgets for these funds were made available for public inspection on December 11, 2002 in the Court Administrator's office. The budget was adopted on December 11, 2002. The budget for the Judicial Expense Fund as it relates to the FPN/CABA portion of the Fund was amended once during 2003.

The budgeted amounts of revenues and expenditures for the Juvenile Drug Court Program Fund are the per rata portion of the individual grant budgets which provide funding for the Juvenile Drug Court Program.

Appropriations that are not expended lapse at year end.

ENCUMBRANCES

Encumbrance accounting is not utilized by the Court.

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 and those investments with original maturities of 90 days or less. Under state law, the Court may deposit funds in demand deposits, interest-bearing deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed asset account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available. It is the Court's policy to capitalize fixed assets over \$1,000.

USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

COMPENSATED ABSENCES

Vacation Leave

The Judges of the Court establish vacation policies for their respective employees. All other employees generally earn vacation according to the following length of employment:

One Year of Employment	-	One Week Vacation
Two Years of Employment	-	Two Weeks Vacation
Five Years of Employment	-	Three Weeks Vacation
Ten Years of Employment	-	Four Weeks Vacation

In general, unused vacation time cannot be carried over from one calendar year to the next; however, effective September 2008, the vacation policy was amended, allowing certain administrative personnel to carryover their unused vacation time. The amount of carryover resulting from this policy change, however, is considered to be immaterial to the financial statements taken as a whole. Upon termination, unused vacation time is paid to all employees in good standing with the Court.

Sick Leave

Employees are allocated ten days of sick leave each year and are allowed to carryforward unused sick leave days; however, accumulated sick time is not paid upon termination.

TOTAL COLUMNS ON STATEMENTS

Total columns on the combined financial statements are captioned "Information Only" to indicate they are presented to facilitate financial analysis. Data in these columns do not present financial position or results of operations, in conformity with generally accepted accounting principles. Such data is not comparable to a reconciliation.

COMPARATIVE DATA

Comparative totals for the prior year have been presented in the accompanying general purpose financial statements in order to provide an understanding of changes in the Court's financial position and operations. However, comparative data have not been presented in all statements because their inclusion would make certain statements unduly complex and difficult to understand.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE B

EXCESS EXPENDITURES OVER APPROPRIATIONS

At December 31, 2003, the Adult Drug Court Program Fund had actual expenditures of \$218,872. This exceeded the expenditures budgeted for 2003 of \$158,100.

NOTE C

CASH AND CASH EQUIVALENTS

At December 31, 2003, the Court has cash and cash equivalents (bank balances) totaling \$1,850,885 all of which are in interest bearing demand deposit accounts.

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is normally acceptable to both parties. At December 31, 2003, the Court has \$2,808,619 in deposits (pledged bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$1,818,964 (fair market value) of pledged securities held by the Federal Reserve Bank of Atlanta and by First National Bankers Bank in the name of the fiscal agent bank (CASH Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:0229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 18 days of being notified by the Court that the fiscal agent has failed to pay deposited funds upon demand.

NOTE D

RECEIVABLES

The receivables at December 31, 2003 are summarized below:

	Judicial Expense Fund	Juvenile Drug Court Monies Fund	Total
Due from St. Tammany Parish Clerk	\$ 18,148	\$ -	\$ 18,148
Due from St. Tammany Parish Clerk of Court	7,118	-	7,118
Due from Washington Parish Clerk of Court	2,758	-	2,758
Due from Louisiana State Supreme Court	-	6,728	6,728
Due from Department of Justice - GAO	-	9,187	9,187
Due from Louisiana Commission on Law Enforcement	-	12,588	12,588
	\$27,988	\$28,503	\$56,491

No allowance for doubtful accounts has been established, as all receivables were collected between January and March 2004.

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE E

CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 2001	Additions	Deletions	Balance December 31, 2002
Office Furniture and Equipment	\$ 332,690	\$ 183,323	\$ 161,360	\$ 354,653
Office Renovations	37,128	7,211	—	44,339
	<u>\$ 369,818</u>	<u>\$ 190,534</u>	<u>\$ 161,360</u>	<u>\$ 400,002</u>

NOTE F

PENSION PLANS

The employees of the Court belong to the Parochial Employees Retirement System of Louisiana (the Plan). The Plan is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Contributions to the Plan are made by St. Tammany Parish Government and the Washington Parish Police Jury. The Court reimburses the Parish and the Police Jury for amounts in excess of what they are required to pay.

NOTE G

LEASES

The Court leases operating equipment under operating leases expiring in various years through 2006.

Minimum future rental payments under non-cancelable operating leases having remaining terms in excess of one year as of December 31, 2002, are as follows:

Year Ending December 31,	
2004	\$ 4,928
2005	3,188
2006	<u>1,628</u>
Total Minimum Future Rental Payments	<u>\$ 9,744</u>

TWENTY-SECOND JUDICIAL DISTRICT COURT
Washington, St. Tammany Parishes, Louisiana
NOTES TO FINANCIAL STATEMENTS

NOTE H

COMMITMENTS

INDIGENT DEFENDER'S OFFICE AND DISTRICT ATTORNEY'S OFFICE

As authorized by Louisiana Revised Statute 46:238.3, and as ordered by the Judges of the Court, the Child Support Fund is required to pay the Indigent Defender's Office and the District Attorney's Office \$1,800 per month and \$1,800 per month, respectively. These payments shall continue until otherwise terminated by the Judges of the Court.

YOUTH SERVICES BUREAU OF ST. TAMMANY PARISH

As ordered by the Judges of the Court, the Child Support Fund is required to pay the Youth Services Bureau of St. Tammany Parish \$1,000 per month. In addition, as ordered by the Judges of the Court, the Judicial Expense Fund is required to pay the Youth Services Bureau of St. Tammany Parish \$2,025 per month. The FHOCCASA program administered by the Court is required to pay to the Youth Services Bureau, as ordered by the Judges of the Court, on a monthly basis, all amounts generated from Court Costs. These payments shall continue until otherwise terminated by the Judges of the Court.

NOTE I

RISK MANAGEMENT

The Court is exposed to various risks of loss related to acts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Court has obtained liability insurance for the judges and hearing officers and other supporting staff, as well as for employee dishonesty. Losses associated with the destruction or damage to assets is covered through St. Tammany Parish.

TWENTY-NINTH JUDICIAL CIRCUIT COURT
Washington, D. C. Temporary Facilities, Leases
SPICOLA, INCORPORATED
CHIEF OF POLICE, and JOHN W. HENRY
December 31, 2004
With Comparative Trial Balance 2003

ACCOUNT	Initial	Amend	Child	Eng	Total	
	Payable	Exp/Cont	Support	Comm	2003	2004
	End	End	End	End		
Liabilities						
Cost	\$ 100,000	\$ 5,100	\$ 98,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000
Reserves	10,000	80,000	--	--	90,000	80,000
Outflow Other Cost Funds	11,000	--	--	--	11,000	0,000
Total Liabilities	\$ 121,000	\$ 85,100	\$ 98,000	\$ 500,000	\$ 1,001,000	\$ 1,080,000
LIABILITIES AND OTHER EQUITY						
Equities						
Accounts Payable	\$ 10,000	\$ 20,000	\$ --	\$ 10,000	\$ 50,000	\$ 50,000
Contractor Retainage	10,000	--	--	--	20,000	10,000
Contractor Other Cost Funds	--	--	11,000	20	11,020	0,000
Total Equities	\$ 20,000	\$ 20,000	\$ 11,000	\$ 10,020	\$ 81,020	\$ 60,000
Total Equity	\$ 20,000	\$ 20,000	\$ 11,000	\$ 10,020	\$ 81,020	\$ 60,000
Total Fund Equity	\$ 20,000	\$ 20,000	\$ 11,000	\$ 10,020	\$ 81,020	\$ 60,000
Total Unrestricted Total Equity	\$ 20,000	\$ 20,000	\$ 11,000	\$ 10,020	\$ 81,020	\$ 60,000

See Independent Auditor's report.

STATE OF CALIFORNIA
 DEPARTMENT OF REVENUE
 COMPARISON OF REVENUE FROM TAXES AND FEES IN 1997 AND 1998
 BY TYPE OF TAX OR FEE

Type of Tax or Fee	1997		1998		Change		Percentage Change		1998 as a Percentage of 1997	
	Amount	Number of Filers	Amount	Number of Filers	Amount	Number of Filers	Amount	Number of Filers	Amount	Number of Filers
TOTAL	1,020,000	1,000	1,020,000	1,000	0	0	100.0	100.0	100.0	100.0
Income Tax	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Corporate Income Tax	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Individual Income Tax	0	0	0	0	0	0	-	-	-	-
Excise Tax	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Sales Tax	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Property Tax	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Other Taxes	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Other Fees	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Registration Fees	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
License Fees	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Other Fees	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Penalties	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Interest	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Refunds	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0
Other	100,000	100	100,000	100	0	0	100.0	100.0	100.0	100.0

See Independent Auditor's report.



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

To the Chief Judge and Judges
of the Twenty-Second Judicial District Court
Washington, St. Tammany Parish, Louisiana

We have audited the general purpose financial statements of the **TWENTY-SECOND JUDICIAL DISTRICT COURT** as of and for the year ended December 31, 2003, and have issued our report thereon dated June 1, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 **TWENTY-SECOND JUDICIAL DISTRICT COURT**'s general purpose 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 those 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 Auditing Standards*. However, we noted an immaterial instance of noncompliance that we have commented on in management of the **TWENTY-SECOND JUDICIAL DISTRICT COURT** in a separate letter dated June 1, 2004.

Internal Control over Financial Reporting

In planning and performing our audit we considered the TWENTY-SECOND JUDICIAL DISTRICT COURT's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose 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 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 general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the TWENTY-SECOND JUDICIAL DISTRICT COURT in a separate letter dated June 1, 2004.

This report is intended solely for the information of the TWENTY-SECOND JUDICIAL DISTRICT COURT, management, and the Legislative Auditor of the State of Louisiana, and it is not intended to be used and should not be used by anyone other than those specified parties. Under Louisiana Revised Statute 24:501, this report is distributed by the Legislative Auditor as a public document.



A Professional Accounting Corporation

June 1, 2004



June 1, 2004

To the Chief Judge and Judges
of the Twenty-Second Judicial District Court
Washington, St. Tammany Parish, Louisiana

Ladies and Gentlemen:

We have audited the general purpose financial statements of the Twenty-Second Judicial District Court, of Louisiana (the Court) as of and for the year ended December 31, 2003, and have issued our report thereon dated June 1, 2004. We conducted our 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, and the provisions of OMB Circular A-133.

As a result of our audit procedures, we became aware of certain opportunities to strengthen internal controls. In addition, we noted an immaterial instance of noncompliance with laws and regulations. These items are as follows:

63-81 Business Office – Cross Training and Procedures Documentation

Comment and Recommendation:

As part of our audit, we inquired with the Business Office personnel on the procedures they follow to accomplish their job duties. Based on our inquiries, we noted that Business Office personnel are not cross-trained on the various positions. Due to the nature and the importance of each of the positions, we recommended that a cross-training policy be put in place. This policy would assure that the financial workings of the Court would continue if an employee were out for an extensive amount of time. We also recommended that important information be documented and placed in a safe location for emergency use. Suggested information to document include, but not be limited to, the following:

- Business Account Numbers and Banking Information
- Trust reporting dates, procedures and contact personnel
- Computer back-up procedures and storage of back up disk
- Payroll procedures and location of blank check checks
- Safe key location and who would have access to key

Management's Response

Management will present to Judges at an open meeting the auditor's recommendations. After approval by Judges, management will implement changes.

03-02 Computer Back-up Procedures

Comment and Recommendation

Currently, the Court does not have a formal policy for the systematic back up of the accounting files and other critical information. We recommend that the Court implement a policy whereby critical data is backed-up on regular intervals (daily, weekly, monthly) to ensure that data is secure and accessible.

Management's Response

Management will present to Judges at an open meeting the auditor's recommendations. After approval by Judges, management will implement changes.

03-03 Probation Office

Comment and Recommendation

During our interviews with Probation Office staff, we noted that a significant amount of revenue, primarily in the form of money orders, for the Court is handled in this office. The money orders are processed for many different programs and are forwarded to the appropriate departments. Due to the large amount of money orders that are received on a daily basis, we recommend the following:

- A procedure should be put in place where all money orders are accounted for and deposited on a daily basis.
- A receipt should be provided to individuals that pay at the Probation Office.
- Dual controls should be implemented over any money orders received through the Probation Office's lock box or the mail.

Management's Response

Management will present to Judges at an open meeting the auditor's recommendations. After approval by Judges, management will implement changes.

03-04 Human Resources

Comment and Recommendation

The Court employees are paid through the St. Tammany Parish Government, and the Court reimburses St. Tammany for salary expenses incurred. Due to this arrangement, the employees missed an orientation through the St. Tammany Parish Government Human Resource Department upon hire. This orientation covers the basic requirements of being an employee of the Court, such as payroll and benefit information. We recommend that an orientation be held with new employees that would outline policies and procedures that are specific to the Court, such as the use of information systems, computers, e-mail, voicemail, etc. Also, each employee should sign off on a form stating that they have received this orientation and understand the policies of the Court. This form should then be placed in the employee's personnel folder.

We also recommend that the Court implement communication system, whether through suggestion box or other means, whereby an employee is able to submit opinions or concerns regarding the operations of the Court or other related matters on an anonymous basis.

Management's Response

Management will present to Judges at an open meeting the auditor's recommendations. After approval by Judges, management will implement changes.

03-05 Budget Amendments

Comment and Recommendation

For the year ended December 31, 2003, actual expenditures for the Adult Drug Court Program Fund exceeded budgeted expenditures by more than 2%. Louisiana Revised Statute 39:1309 and 39:1310 require that management notify the governing authority in writing when total actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding total budgeted expenditures by five percent or more. Once notified, the governing authority shall amend the budget of the respective fund in accordance with the State Budget laws.

To the Chief Judge and Judges
of the Twenty-Second Judicial District Court
June 1, 2014

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Management's Response

Management will present to Judges all in time meeting the auditor's recommendations. After approval by Judges, management will implement changes.

We thank you for the cooperation and assistance extended to us by the personnel of the Twenty-Second Judicial District Court during our audit. We would be pleased to discuss any questions or concerns you may have about these comments.

Shelby Shelby Long's Hand

A Professional Accounting Corporation