

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2023

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## INDEPENDENT AUDITOR'S REPORT

To Opelousas City Marshal, Paul Mouton  
Opelousas, Louisiana

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Opelousas City Marshal, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Opelousas City Marshal's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Opelousas City Marshal as of December 31, 2023 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

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. Our Responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Opelousas City Marshal and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Opelousas City Marshal's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

To Opelousas City Marshal, Paul Mouton  
Opelousas, Louisiana

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Opelousas City Marshal's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Opelousas City Marshal's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 28 and 29 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To Opelousas City Marshal, Paul Mouton  
Opelousas, Louisiana

Management has omitted the management's discussion and analysis information that the accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Opelousas City Marshal's basic financial statements. The other supplementary information on pages 37 to 38 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated May 16, 2024 on our consideration of the Opelousas City Marshal's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Marshal's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated May 16, 2024 on the results of our statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



Opelousas, Louisiana  
May 16, 2024

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
STATEMENT OF NET POSITION  
DECEMBER 31, 2023

GOVERNMENTAL ACTIVITIES

ASSETS

Cash	\$ 55,217
Receivables	16,629
Garnishment Fund receivable	13,834
Right-to-use assets, net	275,651
Capital assets, net	14,779
<u>Total assets</u>	<u>376,110</u>

DEFERRED OUTFLOWS OF RESOURCES

Pension	<u>15,021</u>
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LIABILITIES

Accounts payable	4,490
Payroll taxes payable	8,308
Retirement payable	3,769
Credit Card Payable	395
Lease payable	
Due within one year	52,948
Due in more than one year	211,508
<u>Total liabilities</u>	<u>281,418</u>

NET POSITION

Net investment in capital assets	25,974
Restricted for training and equipment	4,928
Unrestricted	78,811
<u>Total net position</u>	<u>109,713</u>

The notes to the financial statements are an integral part of this statement.



OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2023

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Change in Net Position Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities				
General government	\$ <u>796,230</u>	\$ <u>140,934</u>	\$ <u>75,000</u>	\$ <u>(580,296)</u>
<u>Total governmental activities</u>	<u>796,230</u>	<u>140,934</u>	<u>75,000</u>	<u>(580,296)</u>
General revenues				
Intergovernmental				523,302
Interest income				58
Disposal of assets				(31)
Miscellaneous				1,766
<u>Total governmental revenues</u>				<u>525,095</u>
Change in net position				(55,201)
Net position, January 1, 2023				<u>164,914</u>
Net position, December 31, 2023				<u>109,713</u>

The notes to the financial statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
BALANCE SHEET  
DECEMBER 31, 2023

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND - TRAINING &amp; EQUIPMENT</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
<u>ASSETS</u>			
Cash	\$ 49,245	\$ 5,972	\$ 55,217
Receivables	16,327	302	16,629
Due from Garnishment Fund	<u>13,834</u>	<u>-</u>	<u>13,834</u>
<u>Total assets</u>	<u>79,406</u>	<u>6,274</u>	<u>85,680</u>
<u>LIABILITIES AND FUND BALANCE</u>			
<u>LIABILITIES</u>			
Accounts payable	\$ 3,144	\$ 1,346	\$ 4,490
Payroll taxes payable	8,308	-	8,308
Retirement payable	3,769	-	3,769
Credit card payable	<u>395</u>	<u>-</u>	<u>395</u>
<u>Total liabilities</u>	<u>15,616</u>	<u>1,346</u>	<u>16,962</u>
<u>FUND BALANCE</u>			
Fund balance - restricted	-	4,928	4,928
Fund balance - unassigned	<u>63,790</u>	<u>-</u>	<u>63,790</u>
<u>Total fund balance</u>	<u>63,790</u>	<u>4,928</u>	<u>68,718</u>
<u>Total liabilities and fund balance</u>	<u>79,406</u>	<u>6,274</u>	<u>85,680</u>

The notes to the financial statements are an integral part of this statement.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUND'S BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2023

Total fund balance for the governmental fund		\$ 68,718
<p>Capital and right-to-use assets used in governmental activities are not financial resources and, therefore are not reported in the funds.</p>		
Cost of capital and right-to-use assets	\$ 456,788	
Less: Accumulated depreciation and amortization	<u>(166,358)</u>	290,430
<p>Deferred outflows of resources related to employer contributions subsequent to the measurement date are expenditures in the governmental fund.</p>		
		15,021
<p>Long-term liabilities:</p>		
Lease payable		<u>(264,456)</u>
Total net position of governmental activities		<u><u>109,713</u></u>

The notes to the financial statements are an integral part of this statement.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
<u>REVENUES</u>			
Fines and forfeitures			
Fines and subpoenas - City Court	\$ 78,213	\$ -	\$ 76,213
Civil fees	24,019	7,584	31,603
Garnishment revenue	20,685	-	20,685
Intergovernmental			
Salary reimbursements	6,000	-	6,000
Other reimbursements - DA	1,080	-	1,080
Juvenile mileage	191	-	191
Parish government reimbursements	21,230	-	21,230
On behalf payments - State of Louisiana	13,280	-	13,280
On behalf payments - City of Opelousas	481,521	-	481,521
Security income	12,433	-	12,433
Interest income	58	-	58
Other			
Grant	75,000	-	75,000
Miscellaneous	1,766	-	1,766
<u>Total revenues</u>	<u>733,476</u>	<u>7,584</u>	<u>741,060</u>
<u>EXPENDITURES</u>			
Current operating			
Salaries	105,444	-	105,444
Payroll taxes	1,365	-	1,365
On behalf payments - State of Louisiana	13,280	-	13,280
On behalf payments - City of Opelousas	481,521	-	481,521
Auto repairs and maintenance	15,086	-	15,086
Insurance	4,545	-	4,545
Office supplies	10,748	1,603	12,351
Equipment repairs and maintenance	125	1,472	1,597
Uniforms	2,848	1,758	4,606
Dues and conventions	60	1,275	1,335
Police supplies	143	1,906	2,049
Basic training	46	-	46
Accounting	13,855	-	13,855
Computer expense	4,660	-	4,660
Internet	3,183	-	3,183
Travel and meetings	5,718	-	5,718
Telephone	10,134	-	10,134
Marshal Fees	19,789	-	19,789
Janitorial	3,908	-	3,908
Advertising	105	-	105
Miscellaneous	606	-	606
Retirement	28,925	-	28,925
Debt service			
Principal	58,863	-	58,863
Interest	4,594	-	4,594
Capital outlay	223,938	-	223,938
<u>Total expenditures</u>	<u>1,013,487</u>	<u>8,014</u>	<u>1,021,501</u>
<u>OTHER FINANCING SOURCES</u>			
Inception of lease	223,938	-	223,938
<u>Total other financing sources</u>	<u>223,938</u>	<u>-</u>	<u>223,938</u>
<u>NET CHANGE IN FUND BALANCE</u>	(56,073)	(430)	(56,503)
<u>FUND BALANCE, beginning of year</u>	<u>118,938</u>	<u>6,285</u>	<u>125,221</u>
<u>FUND BALANCE, end of year</u>	<u>62,863</u>	<u>5,855</u>	<u>68,718</u>

The notes to the financial statements are an integral part of this statement.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN THE FUND BALANCE OF THE GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2023

Total net change in fund balance for governmental funds	\$ (56,503)
Capital outlay which is considered an expenditure on Statement of Revenues, Expenditures, and Changes in Fund Balance	223,938
The governmental fund reports capital outlay as expenditures. However, in the statement of activities, the cost of these assets are allocated over their estimated useful life and reported as depreciation and amortization expense Depreciaton and amortization	(58,156)
Disposal of assets	31
Repayment of a lease is considered an expenditure in the governmental funds, but their repayment reduces liabilities in the Statement of Net Position	58,863
Inception of a lease provides current financial resources to governmental funds, but increases long term liabilities in the Statement of Net Position	(223,938)
Pension expenditures related to employer contributions subsequent to the measurement are expenditures in the governmental fund	626
Total change in net position of governmental activities	(55,201)

The notes to the financial statements are an integral part of this statement.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
FIDUCIARY FUND  
STATEMENT OF FIDUCIARY NET POSITION  
DECEMBER 31, 2023

CUSTODIAL  
 FUND  
GARNISHMENT FUND

ASSETS

Cash	\$	3,698
Certificate of deposit		<u>10,136</u>
<u>Total assets</u>		<u>13,834</u>

LIABILITIES

Due to General Fund		<u>13,834</u>
<u>Total liabilities</u>		<u>13,834</u>

NET POSITION

Net position		<u><u>-</u></u>
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The notes to the financial statements are an integral part of this statement.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
FIDUCIARY FUND  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
FOR THE YEAR ENDED DECEMBER 31, 2023

	CUSTODIAL FUND
	GARNISHMENT FUND
<u>ADDITIONS:</u>	
Garnishments collected	\$ 317,683
Interest income	58
Total additions	317,741
<u>DEDUCTIONS:</u>	
Garnishments	296,999
General Fund Marshal fees	20,742
Total reductions	317,741
Change in Net Position	-
Net Position at beginning of year	-
Net Position at end of year	-

The notes to the financial statements are an integral part of this statement.



OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of certain significant accounting policies and practices.

A. The Reporting Entity

The Opelousas City Marshal was established under the provisions of Louisiana Revised Statutes 13:1879. The Marshal is charged with the responsibility of conducting, policing, and securing functions for Opelousas City Court. Operations of the Marshal's office are funded by court costs charged by Opelousas City Court.

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

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the primary government 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 primary government
2. Organizations for which the primary government does not appoint a voting majority but are fiscally dependent on the primary government.
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.

Based on the criteria described above, the Opelousas City Marshal is a primary government due to the following:

1. The Marshal is an independently elected official.
2. The Marshal is fiscally independent of the City of Opelousas.
3. The Marshal is legally separate from the City of Opelousas.

The accompanying basic financial statements present information only on the funds maintained by the City Marshal.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation

Government-wide Financial Statements (GWFS).

The Statement of Net Position and the Statement of Activities display information on all of the nonfiduciary activities of Opelousas City Marshal, as a whole. They include all funds of the reporting entity. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position at the fund financial statement level.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements.

Financial statements of the reporting entity are organized into funds each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitutes its assets, liabilities, fund equity, revenues, and expenditures.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. The Governmental Fund of the City Marshal includes:

The Opelousas City Marshal reports the following major governmental funds.

The General Fund is the general operating fund of the Opelousas City Marshal. It is used to account for all financial resources except those required to be accounted for in other funds.

The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Additionally, the Opelousas City Marshal reports the following fund type.

The Fiduciary Fund type is used to account for assets held by a government in a trustee or agent capacity for others. Fiduciary funds generally serve as clearing accounts. The Marshal's Fiduciary Fund is as follows:

The Fiduciary Fund is the Garnishment Fund of the Opelousas City Marshal. It is custodial in nature (assets equal liabilities) and accounts for the collection and distribution of garnishments.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

The fund financial statements utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on the balance sheet. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

The government-wide financial statements utilize an "economic resources" measurement focus. The accounting objective of this measurement focus is the determination of operating income, changes in net position and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported.

D. Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting.

Revenues

Fines and reimbursements are recorded when they become susceptible to accrual. Miscellaneous revenues are recorded when received.

Expenditures

Expenditures are recorded when the related liability is incurred.

Expenditures for insurance and similar services, which extend over more than one accounting period, are accounted for as expenditures in the period of acquisition.

Purchases of operating supplies are regarded as expenditures at the time purchased and inventories of such supplies (if any) are not recorded as assets at the close of year-end unless significant.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Accounting (Continued)

The City Marshal does not employ the encumbrance system of accounting.

E. Cash and Investments

Louisiana statutes authorize the City Marshal to invest in United States bonds, treasury notes or certificates, time certificates of deposit in state and national banks, or any other federally insured investment.

F. Receivables

The receivables account represents fines receivable, salary reimbursement, juvenile mileage, subpoenas receivable, restitutions receivable, and bond forfeitures receivable, and miscellaneous receivable.

The fines receivable amount represents fines collected by the Opelousas City Court for the current year but not remitted to the City Marshal until the next year.

The salary reimbursement receivable represents the amount the St. Landry Parish District Attorney reimbursed for the current year for salaries but did not remit to the City Marshal until the next year.

The subpoenas receivable represents the amount collected by the Opelousas City Court for the current year but not remitted to the City Marshal until the next year.

The bond forfeitures receivable represents amounts collected by the Opelousas City Court, mainly from bonding agencies, when defendants fail to appear in court for the current year but not remitted to the City Marshal until the next year.

The miscellaneous receivable represents amounts that are not included in any of the above categories.

G. Capital Assets

In the government-wide financial statements, capital assets are capitalized at historical cost, or estimated historical cost if actual is unavailable, except for donated assets, which are recorded at acquisition value at the date of donation.

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation and amortization is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Equipment	5-20 years
Autos	10-20 years

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Capital Assets (Continued)

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

H. Deferred Outflow of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

I. Long-term Debt

All long-term debt to be repaid from governmental resources is reported as liabilities in the government-wide statements. The long-term debt consists of a lease payable. Long-term debt for governmental funds is reported as other financing sources when issued in the fund financial statements.

J. Budget

The City Marshal adopts a budget before the beginning of each year on a basis consistent with generally accepted accounting principles (GAAP). If necessary, the budget is amended. All budgetary appropriations lapse at the end of each year.

K. Annual Sick Leave

All annual leave accumulated in 2023 was converted to sick leave on December 31, 2023. Sick leave is paid upon retirement or death, up to a maximum of 240 hours at a rate computed by taking the current monthly salary provided by the Opelousas City Marshal and dividing that amount by 160 hours. Accrued compensated absences are inconsequential at December 31, 2023, and thus are not recorded in these financial statements.

L. Equity Classifications

In the government-wide statements, equity is classified as net position and displayed in three components:

1. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Net position – restricted - Consists of net assets with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Equity Classifications (Continued)

3. Net position – unrestricted - All other net assets that do not meet the definition of "restricted" or "net investment in capital assets."

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance reports aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

1. Restricted fund balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions for enabling legislation.
2. Committed fund balance – These amounts can only be used for specific purposes pursuant to constraints imposed by the Marshal – the government's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the Marshal removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.
3. Assigned fund balance – This classification reflects the amounts constrained by the City Marshal's "intent" to be used for specific purposes but are neither restricted nor committed. The Marshal has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.
4. Unassigned fund balance – This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

The Marshal considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Marshal would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

M. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

NOTE (2) - CASH AND CERTIFICATES OF DEPOSIT

Cash consists of demand deposit accounts in the General Fund, one demand deposit account in the Special Revenue Fund, and one demand deposit account in the Garnishment Fiduciary Fund. At year-end, the carrying amount of the City Marshal's cash accounts was \$58,915. The bank balance of cash was \$70,644 and was covered by federal depository insurance. The carrying amount and the bank balance of certificates of deposit at year-end were \$10,136. The bank balance was covered by federal depository insurance.

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the City Marshal's deposits may not be recovered or will not be able to recover the collateral securities that are in the possession of an outside party. These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting balances) must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the City Marshal or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

As of December 31, 2023, the City Marshal's total bank balances were fully insured and therefore not exposed to custodial credit risk. The City Marshal does not have a policy for custodial credit risk.

NOTE (3) - RECEIVABLES

Receivables at December 31, 2023 consist of the following:

Fines	\$ 12,220
Juvenile mileage	16
Civil fees - equipment & training	302
Miscellaneous	<u>4,091</u>
<u>Total</u>	<u><u>16,629</u></u>

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

**NOTE (4) - CHANGES IN CAPITAL ASSETS**

A summary of changes in capital assets is as follows:

	<u>Balance</u> <u>1/1/2023</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/2023</u>
Governmental Activities				
Automobiles	\$ 42,726	\$ -	\$ -	\$ 42,726
Equipment	69,680	-	862	68,818
Right-to-use lease assets				
Automobiles	121,306	223,938	-	345,244
<u>Totals</u>	<u>233,712</u>	<u>223,938</u>	<u>862</u>	<u>456,788</u>
Less accumulated				
depreciation/amortization				
Automobiles	32,061	1,098	-	33,159
Equipment	61,809	2,628	831	63,606
Right-to-use lease assets				
Automobiles	15,163	54,430	-	69,593
<u>Total accumulated</u> <u>depreciation</u>	<u>109,033</u>	<u>58,156</u>	<u>831</u>	<u>166,358</u>
Capital assets, net	<u>124,679</u>	<u>165,782</u>	<u>31</u>	<u>290,430</u>

Depreciation and amortization expense for the year ended December 31, 2023, amounted to \$58,156.

The land and building in which the Opelousas City Marshal operates, are provided by and currently owned by the City of Opelousas, Louisiana.

**NOTE (5) - ON-BEHALF PAYMENTS**

Employees of the Opelousas City Marshal's office received salaries and fringe benefits from various agencies and are included in the financial statements. The following is a summary of these on-behalf payments:

State of Louisiana	
State supplemental pay	\$ 13,280
City of Opelousas	
Salaries	336,742
Group health	39,245
Medicare	4,311
Fica taxes	232
MERS contributions	100,991



OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (5) - ON-BEHALF PAYMENTS (Continued)

The cost of some expenditures for the operation of the Opelousas City Marshal's office are paid by the City of Opelousas and are not included in the financial statements. They are as follows:

City of Opelousas	
Vehicle and equipment maintenance expenses	\$ 33,293
Telephone, postage, office supplies	4,752
Capital Outlay	-

NOTE (6) - INTERFUND RECEIVABLES AND PAYABLES

During the course of operations, transactions occur between funds that may result in amounts owed between funds. Those related goods and services type transactions are classified as "due to and from other funds" in the fund financial statements. In the government-wide financial statements, interfund receivables and payables are eliminated within the governmental activities. All of these accounts are expected to be repaid within one year from the date of the financial statements.

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 13,834	\$ -
Garnishment Fund	<u>-</u>	<u>13,834</u>
	<u>13,834</u>	<u>13,834</u>

NOTE (7) - LEASES

Opelousas City Marshal entered into a lease agreement with The Bancorp Bank, for two 2020 Ford F150 trucks and one 2021 Chevrolet Malibu car in May 2021. The first annual payment was due May 3, 2022. The lease has an interest rate of 4%. The agreement requires annual payments of \$22,323 for six years which are recorded in the General Fund, secured by the vehicles.

Opelousas City Marshal entered into a lease agreement with The Bancorp Bank, for two 2021 Ford Explorers and one 2021 Ford Expedition in February 2023. The first annual payment was due March 13, 2023. The lease has an interest rate of 4%. The agreement requires annual payments of \$41,202 for six years which are recorded in the General Fund, secured by the vehicles.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (7) - CHANGES IN LONG-TERM DEBT

The following is a summary of long-term debt transactions of Opelousas City Marshal for the year ended December 31, 2023

	<u>Governmental Activities</u>
Lease payable at 1/01/2023	\$ 99,381
Additions	223,938
Payments	<u>(58,863)</u>
Lease payable at 12/31/2023	<u>264,456</u>
Due within one year	<u>\$ 52,948</u>

Maturities of long-term debt are as follows:

<u>Year Ending December 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 52,948	\$ 10,579	\$ 63,527
2025	55,066	8,460	63,526
2026	57,267	6,258	63,525
2027	59,558	3,966	63,524
2028	<u>39,617</u>	<u>1,585</u>	<u>41,202</u>
	<u>264,456</u>	<u>30,848</u>	<u>295,304</u>

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (8) - RETIREMENT PLAN

General: The Opelousas City Marshal participates in funding a retirement plan under the City of Opelousas because the majority of salaries and benefits are paid by the City of Opelousas:

Municipal Employees' Retirement System

Plan Description: Substantially all of the Opelousas City Marshal's full-time employees are provided pension benefits, under the City of Opelousas, through the Municipal Employees' Retirement System of Louisiana, Plan A. This plan is a cost-sharing, multiple-employer, statewide funded plan. In addition to employee payroll deductions, The Marshal funds are remitted to the retirement system and are recorded expenditures. The retirement system is administered and controlled by a separate board of trustees. Contributions of participating agencies are pooled within the system to fund accrued benefits, with contribution rates approved by the Louisiana Legislature. The Municipal Employees' Retirement System issues a publicly available financial report that includes financial statements and Required Supplementary Information. The report may be obtained at [www.mersla.com](http://www.mersla.com).

Funding Policy: Plan A members of the Municipal Employees' Retirement System are required by *state statute to contribute 10% of their annual covered salary and the Marshal (as the employer) is required to contribute at an actuarially determined rate. The rate for the plan year ended June 30, 2023 was 29.50% 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 employer contribution is additionally funded by the State of Louisiana through the annual Legislative appropriation. The Opelousas City Marshal's employer contributions to Municipal Employees' Retirement System for the year ended December 31, 2023, was \$28,299 and was equal to the required contribution for the year.

At December 31, 2023 the City Marshal reported deferred outflows of resources related to pensions from employer contributions subsequent to the June 30, 2023 measurement date of \$15,021. Deferred outflows of resources related to pensions resulting from the City Marshal's contributions subsequent to the measurement date of the plan year will be recognized as pension expense in the year ending December 31, 2024.

Payables to the Pension Plan: At December 31, 2023, Opelousas City Marshal reported a payable to the Municipal Employees' Retirement System of Louisiana of \$3,769.

NOTE (9) - OTHER POST-EMPLOYMENT BENEFITS (OPEB)

The Opelousas City Marshal does not provide any post-employment benefits to retirees and therefore is not required to report under GASB Statement No. 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

NOTE (10) - SUBSEQUENT EVENTS

Subsequent events were evaluated through May 16, 2024, which is the date the financial statements were available to be issued. In January 2024, the Opelousas City Marshal was awarded a grant through the State of Louisiana in the amount of \$150,000 for the purchase of vehicles. Three 2023 Ford Explorers were purchased in February 2024 for \$133,530. The remaining \$16,470 will be used to add police lighting and striping to the three vehicles.

REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON SCHEDULE

**OPELOUSAS CITY MARSHAL**  
**OPELOUSAS, LOUISIANA**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Fines and forfeitures				
Fines and subpoenas - City Court	\$ 90,000	\$ 70,000	\$ 76,213	\$ 6,213
Garnishment revenue	30,000	30,000	20,665	(9,315)
Civil Fees - City Court	35,000	30,000	24,019	(5,981)
Intergovernmental				
Salary reimbursements	6,000	6,000	6,000	-
Fines - DA	5,000	1,200	1,080	(120)
Juvenile and citation mileage	300	350	191	(159)
Parish government reimbursements	25,000	26,000	21,230	(4,770)
On behalf payments	480,000	465,000	494,802	29,802
Security income	-	13,000	12,433	(567)
Interest income	-	3,000	58	(2,942)
Insurance reimbursement	700	400	-	(400)
Other				
Donations	7,000	-	-	-
Grant	-	75,000	75,000	-
Miscellaneous	3,000	4,500	1,766	(2,734)
<u>Total revenues</u>	<u>662,000</u>	<u>724,450</u>	<u>733,477</u>	<u>9,027</u>
<b>EXPENDITURES</b>				
Current operating				
Salaries	91,000	93,000	105,444	(12,444)
Payroll taxes	3,000	4,000	1,365	2,635
Auto repairs and maintenance	3,000	16,000	15,086	914
Fuel	100	100	-	100
Insurance	700	5,000	4,545	455
Internet	3,500	3,000	3,183	(183)
Office supplies	3,000	11,500	10,748	752
Uniforms	10,000	2,500	2,848	(348)
Dues and conventions	2,000	1,400	60	1,340
Equipment repairs and maintenance	3,000	800	125	675
Police supplies	5,000	6,000	143	5,857
Basic training	-	-	46	(46)
Accounting	14,000	13,500	13,855	(355)
Computer costs	4,000	4,000	4,660	(600)
Travel and meetings	4,000	6,000	5,716	284
Telephone	8,500	10,000	10,134	(134)
Marshal Fees	25,000	25,000	19,789	5,211
Janitorial	3,500	4,000	3,908	92
Advertising	-	-	105	(105)
Miscellaneous	500	800	606	194
Retirement	30,000	30,000	28,925	1,075
On behalf payments	460,000	465,000	494,802	(29,802)
Capital outlay	30,000	224,000	223,938	62
Debt service				
Principal	25,900	64,000	58,863	5,137
Interest	-	-	4,594	(4,594)
<u>Total expenditures</u>	<u>729,700</u>	<u>989,600</u>	<u>1,013,488</u>	<u>(23,888)</u>
<b>OTHER FINANCING SOURCES</b>				
Inception of lease	-	224,000	223,938	62
Proceeds from disposal of asset	11,000	-	-	-
<u>Total other financing sources</u>	<u>11,000</u>	<u>224,000</u>	<u>223,938</u>	<u>62</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(56,700)</u>	<u>(41,150)</u>	<u>(56,073)</u>	<u>(14,799)</u>
<b>FUND BALANCE, beginning of year</b>			<u>118,936</u>	
<b>FUND BALANCE, end of year</b>			<u>62,863</u>	

See independent auditor's report.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
SPECIAL REVENUE FUND - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2023

	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<u>REVENUES</u>				
Fines and forfeitures				
Court costs	\$ 9,500	\$ 9,000	\$ 7,584	\$ (1,416)
<u>Total revenues</u>	9,500	9,000	7,584	(1,416)
<u>EXPENDITURES</u>				
Current operating				
Office supplies	50	2,500	1,603	897
Advertising	100	70	-	70
Dues and conventions	-	1,300	1,275	25
Police supplies	1,000	2,500	1,906	594
Repairs and maintenance	500	2,000	1,472	528
Uniforms	800	2,000	1,758	242
Capital outlay	200	-	-	-
<u>Total expenditures</u>	2,650	10,370	8,014	2,356
<u>NET CHANGE IN FUND BALANCE</u>	6,850	(1,370)	(430)	940
<u>FUND BALANCE</u> , beginning of year			6,285	
<u>FUND BALANCE</u> , end of year			5,855	

See independent auditor's report.

RELATED REPORTS



James L. Nicholson, Jr., CPA  
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Opelousas City Marshal Paul Mouton  
Opelousas, Louisiana

We have audited, in accordance with the 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, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Opelousas City Marshal as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Opelousas City Marshal's basic financial statements and have issued our report thereon dated May 16, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Opelousas City Marshal's internal control over financial reporting (internal control) as a basis of designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Opelousas City Marshal's internal control. Accordingly, we do not express an opinion on the effectiveness of the Opelousas City Marshal's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2023-1 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Opelousas City Marshal's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

Opelousas City Marshal Paul Mouton  
Opelousas, Louisiana

financial statements. 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 an instance of noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and responses as item 2023-2.

Opelousas City Marshal's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Opelousas City Marshal's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The Opelousas City Marshal's responses were not subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*John S. Dowling & Company*

Opelousas, Louisiana  
May 16, 2024

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2023

Section I - SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the basic financial statements of the Opelousas City Marshal.
2. One significant deficiency and no material weakness relating to the audit of the financial statements is reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and on Other Matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
3. One instance of noncompliance relating to the audit of the financial statements was reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
4. No management letter was issued for the Opelousas City Marshal as of and for the year ended December 31, 2023.
5. There was no single audit required under 2CFR 200.516(a) (Uniform Guidance).

Section II - 2023 FINDINGS - FINANCIAL STATEMENT AUDIT

INTERNAL CONTROL

2023-1 Inadequate Segregation of Duties

Condition: Due to the small number of employees, the Opelousas City Marshal did not have adequate segregation of functions within the accounting system.

Criteria: Accounting duties should be segregated among employees.

Cause: There are a small number of employees at the Opelousas City Marshal performing the daily operating activities.

Effect: The accounting functions are not segregated, and it is important that you are aware of this condition, because errors or fraud could occur and not be detected.

Recommendation: A system of internal control should be established in order to mitigate the problem of having such a small number of employees performing the daily accounting functions.

Response: There are simply not enough employees at the Marshal's Office to properly segregate the accounting duties.

Contact Person: Marshal Paul Mouton

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 2023

Section II - 2023 FINDINGS - FINANCIAL STATEMENT AUDIT (Continued)

COMPLIANCE

2023-2 Budget Amendment

Condition: The Budget was not properly amended for the Special Revenue Fund.

Criteria: Louisiana Local Government Budget Act (RS 39:1311(a)(2) states that the budget should be amended when actual revenues are less than budgeted revenues by five percent or more.

Cause: The budget was not properly amended.

Effect: Actual revenues were less than budgeted revenues by \$1,416 in the Special Revenue Fund which is a variance of fifteen percent.

Recommendation: The Opelousas City Marshal's office should consult and follow the Louisiana Local Government Budget Act.

Response: We will ensure that the budget is properly amended in the future.

Contact Person: Marshal Paul Mouton

Section III - FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM AUDIT

N/A

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION I – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

INTERNAL CONTROL

2022-1 - Inadequate Segregation of Duties

Repeat comment.

COMPLIANCE

2022-2 – Budget Amendment

Repeat comment.

SECTION II – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

N/A

SECTION III – MANAGEMENT LETTER

No findings

OTHER SUPPLEMENTARY INFORMATION

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER  
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
FOR THE YEAR ENDED DECEMBER 31, 2023

Agency Head Name: Paul Mouton, City Marshal

Purpose	Amount
Salary - City	\$ 41,857
Salary - Parish Government	14,600
Benefits - insurance - City	5,442
Benefits - retirement - City	12,348
Civil suits	19,789
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	0
Travel	0
Registration fees	0
Conference travel	0
Continuing professional education fees	0
Housing	0
Unvouchered expenses*	0
Special meals	0

See independent auditor's report.

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
JUSTICE SYSTEM FUNDING  
SCHEDULE – RECEIVING ENTITY  
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>FIRST SIX MONTH PERIOD ENDED 6/30/2023</u>	<u>SECOND SIX MONTH PERIOD ENDED 12/31/2023</u>
<u>RECEIPTS FROM:</u>		
Opelousas City Court, Criminal Costs/Fees	\$ 20,790	\$ 46,565
St. Landry Parish District Attorney, Pre-Trial Diversion Program Fees	600	540
Opelousas City Court, Civil Fees	<u>16,120</u>	<u>16,862</u>
<u>Total Receipts</u>	<u>37,510</u>	<u>63,967</u>
Ending balance of amounts assessed but not received	<u>\$ -</u>	<u>\$ -</u>

See independent auditor's report.



James L. Nicholson, Jr., CPA  
Michael A. Roy, CPA  
Lisa Trouille Manuel, CPA  
Dana D. Quebedeaux, CPA  
Molly Fontenot Duplechain, CPA

Van L. Auld, CPA



**JOHN S. DOWLING & COMPANY**  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS  
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John S. Dowling, CPA - 1904-1984  
John Newton Stout, CPA - 1936-2005  
Chizal S. Fontenot, CPA - 1955-2012  
Russell J. Stelly, CPA - 1942 - 2019  
Harold Dupre, CPA - 1931-2019

Retired  
Dwight Ledoux, CPA - 1998  
Joel Lanclos, Jr., CPA - 2003  
G. Kenneth Pavy, II, CPA - 2020

**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023, through December 31, 2023. The Opelousas City Marshal's management is responsible for those C/C areas identified in the SAUPs.

The Opelousas City Marshal has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023, through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**1) Written Policies and Procedures**

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.  
*There are no written policies and procedures addressing budgeting.*
  - ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.  
*There are no written policies and procedures addressing purchasing.*
  - iii. **Disbursements**, including processing, reviewing, and approving.  
*There are no written policies and procedures addressing disbursements.*
  - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

*There are no written policies and procedures addressing receipts and collections.*

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

*There are no written policies and procedures addressing payroll and personnel.*

- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

*There are no written policies and procedures addressing contracting.*

- vii. **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

*There are no written policies and procedures addressing travel and expense reimbursement.*

- viii. **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

*There are no written policies and procedures addressing credit cards.*

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*There are no written policies and procedures addressing ethics.*

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*There are no written policies and procedures addressing debt service.*

- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

*There are no written policies and procedures addressing disaster recovery.*

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*The Marshal's office has a sexual harassment policy.*

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

## **2) Board or Finance Committee**

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- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.  
*The Marshal is independently elected and as such does not have meetings.*
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.  
*The Marshal is independently elected and as such does not have meetings.*
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.  
*The Marshal is independently elected and as such does not have meetings.*
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.  
*The Marshal is independently elected and as such does not have meetings.*

## **3) Bank Reconciliations**

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- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);  
*Bank reconciliations were prepared within two months of the statement closing date.*
  - ii. Bank reconciliations include evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and  
*There is evidence that the Marshal reviewed each bank reconciliation.*
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

*On two out of the four bank reconciliations chosen there were old outstanding items. Management has researched these items.*

**4) Collections (excluding electronic funds transfers)**

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- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

*There is only one deposit site and obtained management's representation that the listing is complete.*

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- i. Employees that are responsible for cash collections do not share cash drawers/registers.

*Only checks and money order payments are accepted, and employees do not have a cash register or drawer.*

- ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

*The Marshal's employee responsible for collecting checks also prepares and makes deposits.*

- iii. Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

*The Marshal's employee responsible for collecting checks is also responsible for posting collection entries to the general ledger.*

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions is (are) not responsible for collecting cash, unless another employee/official verifies the reconciliation.

*The Marshal's employee responsible for collecting checks is also responsible for reconciling the bank statement, but the Marshal verifies the reconciliation.*

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was in force during the fiscal period.

*The employees who have access to cash are not bonded.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

- i. Observe that receipts are sequentially pre-numbered.

*No exceptions noted.*

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*No exceptions noted.*

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

*No exceptions noted.*

- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

*None of the eight deposits selected were made within one day of receipt at the collection location.*

- v. Trace the actual deposit per the bank statement to the general ledger.

*No exceptions noted.*

**5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)**

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- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

*Obtained list and representation from management that listing is complete.*

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase;

*No exceptions noted.*

- ii. At least two employees are involved in processing and approving payments to vendors;

*No exceptions noted.*

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

*The Marshal's employee responsible for processing payments is not prohibited from adding or modifying vendor files, but the Marshal is made aware of all changes made at the time of the change.*

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

*No exceptions noted.*

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

*No exceptions noted.*

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity; and

*No exceptions noted.*

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B, as applicable.

*No exceptions noted.*

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

*One of the two selected electronic disbursements was not approved by any of the authorized signers.*

#### **6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*Obtained from management, a listing of all active credit cards including the card numbers and the names of the persons who maintain possession of the cards.*

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and  
*The combined monthly statement was reviewed and approved by the Marshal, who is also a card holder.*
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.

*No finance charges or late fees were assessed.*

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to inspection). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*No exceptions noted.*

## **7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).  
*Not applicable.*
  - ii. If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.  
*No exceptions noted.*
  - iii. Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

*No exceptions noted.*

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

- iv. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

#### **8) Contracts**

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- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

*Not applicable.*

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

*The contract was approved by the Marshal.*

- iii. If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval);

*The contract was not amended.*

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

*No exceptions noted.*

#### **9) Payroll and Personnel**

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- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*Obtained a list of employees, their related paid salaries or pay rates and personnel files and agreed paid salaries or pay rates to authorized salaries or pay rates in the personnel files. Obtained management's representation that the list is complete.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

- i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

*No exceptions noted.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

*No exceptions noted.*



To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

- iii. Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

*No exceptions noted.*

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions noted.*

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

*No exceptions noted.*

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*Obtained management's representation that all necessary payments have been made and forms have been filed.*

## **10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and

- i. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

*No exceptions noted.*

- ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*The entity does not have an ethics policy.*

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*The Marshal's office has appointed an ethics designee.*

## **11) Debt Service**

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

*No debt or notes were issued during the fiscal period.*

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*No debt or notes were outstanding at the end of the fiscal period.*

### **12) Fraud Notice**

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

*There were no misappropriations of public funds or assets.*

- B. Observe the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*The notice R.S. 24:523.1 is posted on the premises.*

### **13) Information Technology Disaster Recovery/Business Continuity**

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

*We performed the procedure and discussed the results with management.*

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*We performed the procedure and discussed the results with management.*

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

*We performed the procedure and discussed the results with management.*

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*We performed the procedure and discussed the results with management.*

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*No cybersecurity training completed.*

#### **14) Prevention of Sexual Harassment**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*No exceptions noted.*

- B. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

*The policy is posted on the premises.*

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint

*No exceptions noted. All of the above requirements of R. S. 42:344 were included in the report.*

To Opelousas City Marshal, Paul Mouton  
and the Louisiana Legislative Auditor:

We were engaged by the Opelousas City Marshal to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Opelousas City Marshal and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Opelousas, Louisiana  
May 16, 2024

OPELOUSAS CITY MARSHAL  
OPELOUSAS, LOUISIANA  
FOR THE YEAR ENDED DECEMBER 31, 2023

Management's responses to the following agreed-upon procedure sections:

**1. Written Policies and Procedures:**

- i. Budgeting
- ii. Purchasing
- iii. Disbursements
- iv. Receipts/Collections
- v. Payroll/Personnel
- vi. Contracting
- vii. Travel and expense reimbursement
- viii. Credit Cards
- ix. Ethics
- x. Debt Service
- xi. Information Technology Disaster Recovery/Business Continuity
  - The Marshal's Office is a very small operation. The Marshal approves all spending expenses before being paid by the Chief Administrator who is in charge of bill-paying. We really don't feel that we have a need for some policies and procedures.

**4. Collections:**

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - iii. Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
    - The Marshal's Office does not collect cash. One employee is bonded to sign for traffic citations. In reference to checks deposited daily, paperwork is required before all checks can be processed and deposited. A weekly deposit is performed in the garnishment department once paperwork is finished and in the general account deposits are made within a day of being received.

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**5. Non-Payroll Disbursements:**

D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

- Since we are such a small department, we are unable to fully segregate duties, but the traffic supervisor is in charge of making orders for uniforms for deputies, ordering traffic books and the maintenance of units. All orders have to be approved by the Marshal.

**13. Information Technology Disaster Recovery/Business Continuity:**

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.
- The Marshal's office will make sure in the future that all employee's are up to date with training.