

**EAST BATON ROUGE PARISH
JUVENILE COURT**

BATON ROUGE, LOUISIANA

DECEMBER 31, 2021



L.A. CHAMPAGNE & CO.

CERTIFIED PUBLIC ACCOUNTANTS

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L.A. CHAMPAGNE & CO.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Judges of the
East Baton Rouge Parish Juvenile Court

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the fiduciary fund of the East Baton Rouge Parish Juvenile Court, a component unit of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Court's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the East Baton Rouge Parish Juvenile Court as of December 31, 2021, 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. 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 East Baton Rouge Parish Juvenile Court, 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 these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 East Baton Rouge Parish Juvenile Court'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.

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 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 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, 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 East Baton Rouge Parish Juvenile Court'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 East Baton Rouge Parish Juvenile Court'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 management's discussion and analysis, on pages 1-8, the budgetary comparison information on pages 37 - 41, the Schedule of Changes in Total OPEB Liability and Related Ratios on page 42, the Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Pension Contributions, on pages 43 and 44 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government

Auditing 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 responses 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise East Baton Rouge Parish Juvenile Court's basic financial statements. The supplementary schedule of compensation, benefits, and other payments to agency heads, as well as the schedules for justice system funding as a receiving and collecting/disbursing entity is presented for purposes of additional analysis and is not a required part of 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 supplementary schedule of compensation, benefits, and other payments to agency heads on page 46 and the schedules for justice system funding as a receiving and collecting/disbursing entity on pages 47-49 are 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 June 27, 2022, on our consideration of the East Baton Rouge Parish Juvenile Court's internal control over financial reporting and on our tests 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 financing reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering East Baton Rouge Parish Juvenile Court's internal control over financial reporting and compliance.

S. A. Champagne & Co, LLP

June 27, 2022
Baton Rouge, Louisiana



Adam J. Haney
Judge, Division A

Gail Grover
Judge, Division B

JUVENILE COURT

PARISH OF EAST BATON ROUGE

8333 Veterans Memorial Boulevard
Baton Rouge, Louisiana 70807

TELEPHONE (225) 354-1250
FAX (225) 357-7876

Lynn M. Maloy
Judicial Administrator

Darlene Munson
Deputy Judicial Administrator

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the East Baton Rouge Parish Juvenile Court (the Court) provides an overview of the Court's activities for the year ended December 31, 2021. Please read it in conjunction with the Court's financial statements that begin on page 9.

FINANCIAL HIGHLIGHTS

- The Court's total net position deficit decreased by approximately \$1,537,000 or 19 percent.
- During the year, Court revenues exceeded Court expenses of \$45,792 generated for governmental operations by approximately \$1,537,000. Last year, Court expenses exceeded Court revenues by approximately \$195,000.
- The total cost of overall Court operations decreased by approximately \$1,867,000 or 98 percent.
- The general fund reported expenditures exceeding revenues this year by approximately \$7,800. Last year, revenues exceeded expenses by approximately \$57,000.
- The resources available for appropriation were approximately \$172,000 more than amounts originally budgeted for the general fund. Expenditures were less than original budgetary limits by approximately \$116,000.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9 and 10) provide information about the activities of the Court as a whole and present a longer-term view of the Court's finances. Fund financial statements (on pages 11 – 15) tell how governmental activities were financed in the short term as well as what remains for future spending. Fund financial statements also report the Court's operations in more detail than the government-wide statements.

REPORTING THE COURT AS A WHOLE

Our analysis of the Court as a whole begins on page 9. One of the most important questions asked about the Court's finances is, "Is the Court as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Court as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Court's net position and changes in them. You can think of the Court's net position—the difference between assets and liabilities—as one way to measure the Court's financial health, or financial position. Over time, increases or decreases in the Court's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as number of cases handled by Juvenile Court as well as the State's economic condition to assess the overall health of the Court.

Currently, the Court has only governmental activities that provide for personnel, equipment, supplies and other costs related to the proper administration of Juvenile Court.

REPORTING THE COURT'S FUNDS

Our analysis of the Court's funds begins on page 11. The fund financial statements provide detailed information about the Court's funds—not the Court as a whole. All amounts received through the Victims of Juvenile Crime Compensation Fund are reported in a separate special revenue fund, while the fees for court costs and other revenues that finance activities of Juvenile Court are reported in the General Fund. These are governmental funds that focus on how money flows into and out of a fund and the balance left at year-end that is available for spending. These funds are reported using an accounting method called modified accrual basis of accounting, which measures only cash and other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Court's operations and the services it provides. Governmental fund information helps you determine the number of financial resources available to be spent in the near future to finance the Court's operations. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation following the fund financial statements.

THE COURT AS A WHOLE

The Court's total net position deficit decreased by approximately \$1,537,000 from \$7,899,962 in 2020 to \$6,363,171 in 2021 due principally to an increase in the Court's net *Other Post Employee Benefits (OPEB)* obligation and net pension liability.

Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Court's governmental activities.

For the year ended December 31, 2021, net position changed as follows:

	2021	As restated 2020	Increase (Decrease)	
			Amount	Percent
Current and other assets	\$ 478,758	\$ 461,549	\$ 17,209	4 %
Capital assets	94,370	120,502	(26,132)	(22) %
Deferred outflows of resources	855,382	1,174,287	(318,905)	(27) %
Total assets and deferred outflows	1,428,510	1,756,338	(327,828)	(19) %
Current liabilities	35,710	42,273	(6,563)	(16) %
Noncurrent liabilities	6,091,866	8,298,418	(2,206,552)	(27) %
Deferred inflows of resources	1,664,105	1,315,609	348,496	26 %
Total liabilities and deferred inflows	7,791,681	9,656,300	(1,864,619)	(19) %
Net position				
Invested in capital assets	94,370	120,502	(26,132)	(22) %
Restricted	62,862	62,219	643	1 %
Unrestricted deficit	(6,520,403)	(8,082,683)	1,562,280	(19) %
Total net position deficit	\$ (6,363,171)	\$ (7,899,962)	\$ 1,536,791	(19) %

Unrestricted net position deficit – from which day-to-day operations are funded without constraints established by other legal restrictions – decreased by approximately \$1,562,000 from approximately \$8,083,000 in 2020 to approximately \$6,521,000 at the end of 2021.

The Court's expenses in 2021 were approximately \$1,867,000 or 98 percent less than 2020, primarily due to decrease in the Court's *Other Post Employment Benefits (OPEB)* obligation, net pension liability, and decreases in personal services and employee benefits.

Approximately 82 percent of the Court's revenues in 2021 were from City-Parish funds appropriated for Court operations. The other 18 percent of the Court's 2021 revenues were from the *Louisiana Supreme Court's Children and Families Division* for the *Families in Need of Services Assistance Program (FINSAP)*, the *Louisiana Supreme Court Drug & Specialty Courts Division* for the *Family*

Preservation Court (FPC), the Louisiana Commission on Law Enforcement (LCLE) for the High School Truancy Initiative; the Louisiana Children's Trust Fund (LCTF) for the Court's Family Strengthening Program; and from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to expand the Family Preservation Court Program. A substantial amount of these funds was postponed from late 2020 through mid to late 2021 due to COVID-19 related delays.

Governmental Activities

To aid in the understanding of the Statement of Activities some additional explanation is provided. Of particular interest is its format that is significantly different than that of the typical Statement of Revenues, Expenses, and Changes in Fund Balance. You will notice that expenses are listed in the first column with revenues from that particular program reported to the right. The result is a Net Revenue/(Expense). The reason for this kind of format is to highlight the relative financial burden of each of the governmental functions. It also identifies how much each function draws from the general revenues or if it is self-financing through fees and grants.

Table 2
Changes in Net Position

	2021	2020	Increase (Decrease)	
			Amount	Percent
Revenues				
Fees and fines	\$ 48,421	\$ 38,962	\$ 9,459	24 %
Intergovernmental	1,530,289	1,676,337	(146,048)	(9) %
Charges for services	-	-	-	0 %
Investment earnings	185	192	(7)	(4) %
Other	3,688	2,468	1,220	49 %
Total revenues	<u>1,582,583</u>	<u>1,717,959</u>	<u>(135,376)</u>	(8) %
Program expenses				
Juvenile Court				
Court operations	(194,856)	1,713,306	(1,908,162)	(111) %
FINSAP	63,468	63,468	-	- %
SCDCO - FPC program	110,888	124,890	(14,002)	(11) %
LCLE Truancy	36,762	6,360	30,402	- %
LA Children's Trust Fund	11,267	1,800	9,467	- %
OJJDP-FPC Program	15,183	-	15,183	- %
Reparations to crime victims	3,080	3,142	(62)	(2) %
Total expenses	<u>45,792</u>	<u>1,912,966</u>	<u>(1,867,174)</u>	(98) %
Change in net position	<u>\$ 1,536,791</u>	<u>\$ (195,007)</u>	<u>\$ 1,731,798</u>	(888) %

THE COURT'S FUNDS

As the Court completed the year, its general fund (as presented in the balance sheet on page 11) reported a fund balance of approximately \$217,000, which is approximately \$7,800 less than last year's total of approximately \$225,000.

The following schedule (Table 3) presents a summary of the general fund revenues and expenditures for the fiscal year ended December 31, 2021, and the amount and percentage of increases and decreases in relation to the prior year.

Table 3
General Fund Revenues and Expenditures

	2021		2020	
	Amount	Percent of Total	Amount	Percent of Total
Revenues				
Intergovernmental	\$ 1,526,537	100 %	\$ 1,671,620	100 %
Investment earnings	91	-	93	-
Other	2,402	-	2,119	-
Total revenues	1,529,030	100	1,673,832	100
Expenditures				
Juvenile Court				
Court operations	1,293,741	84	1,406,470	86
FINSAP	63,468	4	63,468	4
SCDCO/FPC program	110,888	8	124,890	7
LACLE Truancy	36,762	-	6,360	-
LA Children's Trust Fund	11,267	-	1,800	-
OJJDP/FPC program	15,183	-	-	-
	1,531,309	96	1,602,988	97
Capital outlay	5,543	-	13,642	2
Total expenditures	1,536,852	104	1,616,630	104
Deficiency of revenues over expenditures	\$ (7,822)	4 %	\$ 57,202	1 %

Juvenile Court general fund expenditures decreased by approximately \$80,000 or 5 percent primarily due to decreases in court operations.

GENERAL FUND BUDGETARY HIGHLIGHTS

Over the course of the year, the General Fund budget was revised one time. When comparing original budgeted revenues to the amended budget and to actual revenues at year end, there was not a significant change in original budgeted revenues and amended budgeted revenues for 2021. However, actual Juvenile Court General Fund revenues at year-end were \$172,415 less than projected. The large discrepancy in the originally budgeted revenues can be attributed to the Court receiving a smaller grant award than applied for, and the number of participants in the grant program being fewer than anticipated, which provided for a lesser amount of associated expense reimbursements for which revenue was received.

General Fund expense projections were originally budgeted in the sum of \$1,653,327. Actual overall expenses in 2021 totaled \$1,536,853 or \$116,475 less than originally budgeted. The additional expense is accounted for in minimal additional expenses in salaries, office supplies and FPC expenditures within the parameters of the FPC annual allocation.

Juvenile Court operating expenses are primarily paid by City-Parish from the *Juvenile Court's Annual City-Parish Operating Budget*. At year-end, any Juvenile Court operating expenses in excess of the Court's annual City-Parish appropriation must be refunded to City-Parish from the *Juvenile Court General Fund*. Any surplus funds at year-end are routinely carried forward into next year's *City-Parish Operating Budget* or the surplus funds may be used to purchase capital items needed by the Court prior to year's end. As of mid-December 2021, the Court's *City-Parish Operating Budget* projected an estimated year-end surplus of approximately \$87,283. Additionally, in order to meet 2022 Budget expectations, the City-Parish transferred, via year-end interdepartmental transfers, additional funds in the amount of \$166,043 into the Court's 2021 Budget. Accordingly, the Court requested these surplus funds in the amount of \$253,326 be carried forward to the Court's 2022 *City-Parish Operating Budget*.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of December 31, 2021, the Court had \$485,669 invested in capital assets including computer equipment (See Table 4 below).

Table 4
Capital Assets at Year-end

	<u>2021</u>	<u>2020</u>
Computer equipment, including software	\$ 324,966	\$ 322,050
Other office equipment	135,907	133,279
Furniture and fixtures	24,796	24,796
Totals	<u>\$ 485,669</u>	<u>\$ 480,125</u>

Long Term Liabilities

At year-end, December 31, 2021, the Court had a total of \$124,310 estimated for accrued compensated absences that represent the future liability for vacation earned but not used by Juvenile Court employees. That is a 67 percent increase from 2020 as shown in the following table:

Table 5
Outstanding Compensated Absences at Year-end

	<u>2021</u>	<u>2020</u>
Accrued compensated absences	<u>\$ 124,310</u>	<u>\$ 74,333</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In January 2022, all Juvenile Court full time regular employees received 3 percent pay increases with the exception of those employees who had previously attained the maximum pay rate within the salary range established for their class within the Court's pay plan. The Court as a whole is dependent on its *City-Parish Annual Operating Budget* for approximately 82% of all Court operating expenses. The 18% of revenues are from various grant funds received from the *Louisiana Supreme Court's Children and Families Division* for the *Families in Need of Services Assistance Program (FINSAP)* and the *Louisiana Supreme Court's Drug & Specialty Court Office* for the *Family Preservation Court Program (FPC)*; and from the Court's *Judicial Expense Fund* revenues generated from *Clerk of Court* filing fees; traffic fines; delinquency court costs; vending and bail bond revenues. *Judicial Expense Fund* revenues are used to supplement the Court's *City-Parish Operating Budget* for *law clerk's salaries, supplies, contractual services* and *capital outlay* expenses. *Judicial Expense Fund* revenues in 2021 totaled \$50,085 as opposed to \$40,500 in 2020, a 24 percent increase. Although ACT 123 of the 2021 legislature required the courts to cease assessment of costs in juvenile delinquency cases, revenue still increased due to increased filings the court experienced as a result of fewer COVID-19 related obstacles and the return of in-person proceedings, and due to the full opening of the Court building to the public, all of which aided in collections.

The Juvenile Court's 2022 *City-Parish Annual Operating Budget* appropriation was set at \$1,501,720, which is a 10 percent increase over the 2021 original appropriation. The increase over the prior year is attributable to an increase in salaries and benefits approved for the Court. Additionally, the revised 2022 budget was increased to \$1,755,142 as a result of the 2021 year-end interdepartmental transfers and transfer of surplus funds needed for 2022 court operations.

CONTACTING THE COURT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Court's finances and to show the Court's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Judicial Administrator's Office at 8333 Veterans Memorial Boulevard, Baton Rouge, Louisiana.



Lynn Maloy
Judicial Administrator

BASIC FINANCIAL STATEMENTS

EAST BATON ROUGE PARISH JUVENILE COURT
STATEMENT OF NET POSITION
December 31, 2021

Statement 1

	Governmental Activities
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 357,766
Accounts receivable	2,504
Receivable from other governments	112,740
Due from agency fund	2,748
Prepaid expense	3,000
Total current assets	478,758
Noncurrent assets:	
Capital assets, net of depreciation	94,370
Total assets	\$ 573,128
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows for pensions	\$ 468,477
Deferred outflows for OPEB	386,905
Total deferred outflows of resources	\$ 855,382
LIABILITIES	
Current liabilities:	
Accounts payable	\$ 2,058
Due to other governments	552
Accrued salaries and taxes	33,100
Total current liabilities	35,710
Noncurrent liabilities:	
Accrued compensated absences	124,310
Net OPEB liability	3,770,243
Net pension liability	2,197,313
Total liabilities	\$ 6,127,576
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows for pensions	\$ 1,023,346
Deferred inflows for OPEB	640,759
Total deferred inflows of resources	\$ 1,664,105
NET POSITION	
Net investment in capital assets	94,370
Restricted for:	
Reparations to crime victims	62,862
Unrestricted deficit	(6,520,403)
Total net position deficit	\$ (6,363,171)

See accompanying notes to the basic financial statements.

EAST BATON ROUGE PARISH JUVENILE COURT
STATEMENT OF ACTIVITIES

Year ended December 31, 2021

Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net Revenue (Expense)
Functions/Programs				
Governmental activities:				
Juvenile Court:				
Court operations	\$ (194,856)	\$ 42,042	\$ -	\$ 236,898
FINSAP program	63,468	-	63,468	-
SCDCO - FPC program	110,888	-	99,926	(10,962)
LCLE Truancy	36,762	-	40,514	3,752
LA Children's Trust Fund	11,267	-	15,695	4,428
OJJDP - FPC program	15,183	-	13,193	(1,990)
Reparations to crime victims	3,080	6,379	-	3,299
Total governmental activities	\$ 45,792	\$ 48,421	\$ 232,796	\$ -
General revenues:				
Intergovernmental				1,297,493
Interest				185
Other				3,688
Total general revenues				1,301,366
Change in net position				1,536,791
Net position deficit - beginning of year, restated				(7,899,962)
Net position deficit - end of the year				\$ (6,363,171)

See accompanying notes to the basic financial statements.

EAST BATON ROUGE PARISH JUVENILE COURT
BALANCE SHEET
GOVERNMENTAL FUNDS

December 31, 2021

	General Fund	Judicial Expense Fund	Victims of Juvenile Crime Compensation Fund	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 143,633	\$ 151,271	\$ 62,862	\$ 357,766
Accounts receivable	-	2,504	-	2,504
Due from other governments	112,440	300	-	112,740
Due from other funds	-	5,688	230	5,918
Total assets and other debits	<u>\$ 256,073</u>	<u>\$ 159,763</u>	<u>\$ 63,092</u>	<u>\$ 478,928</u>
LIABILITIES				
Accounts payable	\$ 2,058	\$ -	\$ -	\$ 2,058
Due to other governments	553	-	-	553
Due to other funds	3,169	-	-	3,169
Accrued salaries and taxes	33,100	-	-	33,100
Total liabilities	<u>38,880</u>	<u>-</u>	<u>-</u>	<u>38,880</u>
FUND BALANCES				
Restricted for:				
Reparations to crime victims	-	-	63,092	63,092
Unassigned	217,193	159,763	-	376,956
Total fund balances	<u>217,193</u>	<u>159,763</u>	<u>63,092</u>	<u>440,048</u>
Total liabilities and fund balances	<u>\$ 256,073</u>	<u>\$ 159,763</u>	<u>\$ 63,092</u>	<u>\$ 478,928</u>

See accompanying notes to the basic financial statements.

**EAST BATON ROUGE PARISH JUVENILE COURT
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES**

Total governmental fund balances		\$ 440,048
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund.		94,370
Some expenditures reported in the funds benefit a future period and are not reported as governmental activities of the current period.		3,000
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Accrued compensated absences		(124,310)
Net pension obligation balances in accordance with GASB 68:		
Deferred outflow of resources - deferred pension contributions	\$ 468,477	
Net pension liability	(2,197,313)	
Deferred inflow of resources - related to net pension liability	<u>(1,023,346)</u>	<u>(2,752,182)</u>
Net OPEB balances in accordance with GASB 75:		
Deferred outflow of resources - related to net OPEB liability	\$ 386,905	
Net OPEB liability	(3,770,243)	
Deferred inflow of resources - related to net OPEB liability	<u>(640,759)</u>	<u>(4,024,097)</u>
Net position of governmental activities		<u>\$ (6,363,171)</u>

See accompanying notes to the basic financial statements.

EAST BATON ROUGE PARISH JUVENILE COURT
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

Year ended December 31, 2021

	General Fund	Judicial Expense Fund	Victims of Juvenile Crime Compensation Fund	Total Governmental Funds
REVENUES				
Fees and fines	\$ -	\$ 44,982	\$ 3,440	\$ 48,422
Intergovernmental	1,526,537	3,750	-	1,530,287
Charges for service	-	-	-	-
Interest	91	67	27	185
Other	2,402	1,286	-	3,688
Total revenues	<u>1,529,030</u>	<u>50,085</u>	<u>3,467</u>	<u>1,582,582</u>
EXPENDITURES				
Current operations:				
Juvenile Court				
Court operations	1,293,741	19,064	-	1,312,805
FINSAP program	63,468	-	-	63,468
SCDCO/FPC program	110,888	-	-	110,888
LCLE Truancy	36,762	-	-	36,762
LA Children's Trust Fund	11,267	-	-	11,267
OJJDP/FPC program	15,183	-	-	15,183
Reparations to crime victims	-	-	3,080	3,080
Capital expenditures	5,543	-	-	5,543
Total expenditures	<u>1,536,852</u>	<u>19,064</u>	<u>3,080</u>	<u>1,558,996</u>
OTHER FINANCING SOURCES				
Operating transfers in	-	-	-	-
Operating transfers out	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES				
	(7,822)	31,021	387	23,586
Fund balances - beginning of year	<u>225,015</u>	<u>128,742</u>	<u>62,705</u>	<u>416,462</u>
Fund balances - end of year	<u>\$ 217,193</u>	<u>\$ 159,763</u>	<u>\$ 63,092</u>	<u>\$ 440,048</u>

See accompanying notes to the basic financial statements.

EAST BATON ROUGE PARISH JUVENILE COURT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Net change in fund balances - total governmental funds	\$	23,586
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		(25,947)
Some expenditures reported in the funds benefit a future period and are not reported as governmental activities of the current period.		3,000
Some expenditures reported in the funds in a prior period are reported in governmental activities in the current period.		(3,000)
Some expenditures reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Compensated absences		(49,977)
Change in net pension liability and deferred inflows and outflows in accordance with GASB 68		8,750
Change in net OPEB liability and deferred outflows and inflows in accordance with GASB 75		1,580,379
		1,580,379
Change in net assets of governmental activities	\$	1,536,791

See accompanying notes to the basic financial statements.

EAST BATON ROUGE PARISH JUVENILE COURT
STATEMENT OF FIDUCIARY NET POSITION -
FIDUCIARY FUND

December 31, 2021

	<u>Agency Fund</u>
ASSETS	
Cash	\$ 188,114
Total assets and other debits	<u>\$ 188,114</u>
LIABILITIES	
Accounts payable	\$ 1,580
Bail bond deposits	183,786
Due to JEF	<u>2,748</u>
Total liabilities	<u>\$ 188,114</u>

See accompanying notes to the basic financial statements.

EAST BATON ROUGE PARISH JUVENILE COURT NOTES TO FINANCIAL STATEMENTS

December 31, 2021

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial reporting entity

The East Baton Rouge Parish Juvenile Court was established by a 1990 legislative act and is provided for under Louisiana Revised Statutes Sections 13:1621 through 13:1630. The Juvenile Court has jurisdiction regarding the interest of children alleged to be delinquent, abandoned, neglected, or otherwise in need of supervision or care.

The East Baton Rouge Parish Juvenile Court - Judicial Expense Fund was established by a legislative act effective July 2, 1991. The act provides for the collection of fees in the form of court costs and fines, and provides for court reporters and such secretarial, clerical, research, administrative or other personnel as are deemed necessary to expedite the business and functions of the court. The Fund may also be used to pay for establishing and maintaining a law library, equipment, supplies and any other costs or expenses related to the proper administration of the court, except for the payment of judges' salaries.

The Court also carries on certain ancillary activities including those related to the maintenance of a victim of juvenile crime compensation fund under RS 13:1561 and the maintenance of a court registry for appearance bond deposits under Article 825 of the Louisiana Children's Code.

As the governing authority of the consolidated government, the City of Baton Rouge, Parish of East Baton Rouge (City-Parish) is the financial reporting entity for the consolidated government. In compliance with the provisions of GASB No. 14, *The Financial Reporting Entity*, the financial reporting entity consists of the primary government (City-Parish), and includes all component units of which the City-Parish appoints a voting majority of the units' board; the City-Parish is either able to impose its will on the unit or a financial benefit or burden relationship exists.

The Court is part of the operations of the juvenile court system that is fiscally dependent on the City-Parish. The City-Parish provides the facilities for court operations and appropriates funds for personal services, and other supplies and services in its annual budget. The nature of the relationship between the Court and the City-Parish is significant. Therefore, the Court was determined to be a component unit of the City of Baton Rouge, Parish of East Baton Rouge, the financial reporting entity. The accompanying financial statements present information only on the East Baton Rouge Parish Juvenile Court as noted below and do not present any other information on the City-Parish, the general government services provided by that governmental unit, or on the other governmental units that comprise the financial reporting entity.

Basis of presentation

The accompanying financial statements have been prepared in accordance with accounting principles general accepted in the United States of America as prescribed by the Governmental

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounting Standards Board (GASB). These principles are found in the *Codification of Governmental Accounting and Financial Reporting Standards*, published by the GASB. GASB is the accepted standard setting body for establishing governmental accounting principles and reporting standards.

The East Baton Rouge Parish Juvenile Court's (Court) basic financial statements consist of the government-wide statements and the fund financial statements. The statements are prepared in accordance with accounting principles generally accepted in the United States of America as applied to governmental units and promulgated by the GASB *Codification of Governmental Accounting and Financial Reporting Standards*. The entity-wide financial statements follow the guidance included in GASB Statement No. 62 – *Codification of Accounting and Financial Reporting Guidance Contained In Pre-November 30, 1989 FASB and AICPA Pronouncements*.

The East Baton Rouge Parish Juvenile Court adopted Governmental Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This statement changed the government-wide statement of net assets from three elements to five, adding deferred outflows and deferred inflows and renamed it the statement of net position.

Government-wide financial statements – The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

Fund financial statements – The financial transactions of the Court are reported in individual funds in the fund financial statements. Each fund is accounted for by a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

The Court uses the governmental and fiduciary fund types. The focus of the governmental funds' measurement is based upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The fiduciary fund type is custodial in nature and does not involve the measurement of results of operations.

The funds of the Court are described below:

Governmental funds

General fund – The General fund is the primary operating fund of the Court. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

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

Fiduciary fund

Agency fund – The Agency fund accounts for assets held by the Court in a purely custodial capacity.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus and 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 government-wide financial statements are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, and financial position. All assets and liabilities (whether current or non-current) associated with their activities are reported. All governmental funds utilize a current financial resources measurement focus in the fund financial statements. Only current financial assets and liabilities are generally included on the balance sheet. Operating statements present sources and uses of available spendable financial resources during a given period. The fund balance is the measure of available spendable financial resources at the end of the period.

Basis of accounting - The government-wide financial statements are presented using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred or economic assets are used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Revenues are recognized when “measurable and available.” Measurable means the amount of the transaction can be determined, and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

Financial statement amounts

Cash and cash equivalents – “Cash and cash equivalents” includes all demand deposits, money market accounts, and certificates of deposit held by the Court.

Interfund receivables and payables

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as “due to and from other funds.” Interfund receivables and payables between governmental funds are eliminated in the Statement of Net Assets. Details of interfund receivables and payables at year end are found in Note I.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. All amounts are deemed collectible in full and no allowance for uncollectible accounts receivable has been recorded.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Interest earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available.

Capital assets

In the government-wide financial statements, capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Computer equipment, including software	3 – 10 years
Other office equipment	5 – 10 years
Furniture and fixtures	10 – 20 years

In the fund financial statements, fixed assets are accounted for as capital outlay expenditures of the fund upon acquisition. Capital assets reported herein include only those assets purchased by the Court and do not reflect assets obtained from other sources.

Revenues

Substantially all government fund revenues are accrued. Those revenues include amounts due under grant contracts, as well as fees earned and interest revenue.

Expenditures

Expenditures are recognized when the related fund liability is incurred.

Compensated absences

Annual vacation leave accrues on a scale related to an employee's length of service. Annual leave may accumulate up to the number of days that can be earned during the five most recent years of employment limited to a maximum total accumulation of one hundred twenty (120) days. Annual leave is payable for actual vacation days and accumulations are payable upon termination, retirement or death.

Certain employees may accrue compensatory time in lieu of overtime payment for up to thirty (30) days. The compensatory leave is payable upon termination, retirement or death.

Sick leave accrues on the same basis as does annual vacation leave and may accumulate without limit. However, sick leave is payable only upon absence from work for designated medical reasons. Accumulated sick leave is not payable upon termination, retirement, or death.

In accordance with GASB Statement No. 16, which requires the accrual for vacation leave and compensatory time to the extent it is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement, the Court has recorded a liability as of December 31, 2021 for 100% of the accrued vacation for each employee up to a maximum of 120 days and accrued compensatory time up to a maximum of 30 days at the employee's current rate of pay. Additionally, applicable percentages of social security and Medicare taxes have been added to the above accruals.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

GASB Statement No. 16 requires the accrual for accumulated sick leave only if it is probable that the employer will compensate the employees for the benefits through cash payments conditioned on the employees' termination or retirement. Since payments are not made for accumulated sick leave in any case, no amount has been accrued.

The amounts shown for fiscal year 2021 in the accompanying financial statements for accrued compensated absences represent a liability of the Court for all its employees except the judges and hearing officer because such compensation in excess of the City-Parish annual budget allowance would be paid out of Court funds. Management has determined that payments for accrued compensated absences will likely be paid from future years' resources. Since this amount will not be paid from current funds, it is maintained separately and represents a reconciling item between the fund and government-wide presentations.

Accounting estimates

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

Other Post-Employment Benefits (OPEBs)

Government accounting principles establish standards for the measurement, recognition, and display of OPEB costs and related liabilities (assets), note disclosures, and, if applicable, required supplementary information in the financial reports of state and local governmental employers. OPEB includes post-employment healthcare, as well as other forms of post-employment benefits (e.g., life insurance) when provided separately from a pension plan.

Fund Equity of Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below in accordance with Governmental Accounting Standards Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*:

Nonspendable – represent permanently nonspendable balances that are not expected to be converted to cash.

Restricted – represent balances where constraints have been established by parties outside of the Court or by enabling legislation.

Committed – represent balances where constraints have been established by formal action of the Court.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assigned – represent balances where informal constraints have been established by the Court, but are not restricted nor committed.

Unassigned – represent balances for which there are no constraints.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, the Court reduces restricted amounts first, followed by unrestricted amounts.

Pension Plans

The Court is a participating employer in a defined benefit pension plan (plan) as described in Note G. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plan, and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

B: CASH AND INVESTMENTS

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

Custodial credit risk is the risk, that in the event of a bank failure, the Judicial Expense Fund's deposits may not be returned. The Judicial Expense Fund does not have a deposit policy for custodial credit risk.

At December 31, 2021, the Court had demand deposits (book balances) as follows:

Interest bearing demand deposits	\$ 357,766
Other demand deposits	<u>188,114</u>
	<u>\$ 545,880</u>

These deposits are stated at cost, which approximates market.

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of pledged securities plus the federal deposit insurance must at all times equal the amount on

B: CASH AND INVESTMENTS (Continued)

deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2021, Juvenile Court has \$569,391 in deposits (collected bank balances).

These deposits are secured from risk by \$250,000 of federal deposit insurance and \$319,391 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the court that the fiscal agent has failed to pay deposited funds upon demand.

C: INTERGOVERNMENTAL RECEIVABLES

Intergovernmental receivables due at December 31, 2021, are as follows:

	General Fund	Judicial Expense Fund	Total
City of Baton Rouge - Parish of East Baton Rouge	\$ 89,283	\$ -	\$ 89,283
Other	23,157	300	23,457
	<u>\$ 112,440</u>	<u>\$ 300</u>	<u>\$ 112,740</u>

D: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021, is as follows:

	Balance December 31, 2020	Additions	Deletions	Balance December 31, 2021
Computer equipment, including software	\$ 322,050	\$ 2,916	\$ -	\$ 324,966
Other office equipment	133,280	2,627	-	135,907
Furniture and fixtures	24,796	-	-	24,796
Totals at historical cost	<u>480,126</u>	<u>5,543</u>	<u>-</u>	<u>485,669</u>

	Balance December 31, 2020	Additions	Deletions	Balance December 31, 2021
Less accumulated depreciation				
Computer equipment, including software	237,779	24,660	-	262,439
Other office equipment	102,336	5,476	-	107,812
Furniture and fixtures	19,694	1,354	-	21,048
Totals at historical cost	<u>359,809</u>	<u>31,490</u>	<u>-</u>	<u>391,299</u>
Capital assets, net	<u>\$ 120,317</u>	<u>\$ (25,947)</u>	<u>\$ -</u>	<u>\$ 94,370</u>

Depreciation expense of \$31,675 was charged to governmental activities for Juvenile Court – Court operations.

E: LONG-TERM LIABILITIES

As of December 31, 2021, the governmental long-term liabilities consisted of the following:

Accrued compensated absences - noncurrent portion	\$	<u>124,310</u>
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The following is a summary of changes in long-term liabilities for the year ended December 31, 2021:

E: LONG-TERM LIABILITIES (Continued)

	Balance December 31, 2020		Additions	Deductions	Balance December 31, 2021		Amounts Due within One Year
Accrued Compensated Absences	\$	74,333	\$ 79,963	\$ 29,986	\$	124,310	\$ -

F: SALARY EXPENDITURES

The Court administers the payroll for all Juvenile Court employees excluding the judges. The City-Parish reimburses the Court for those salaries appropriated in its budget.

G: PENSION PLANS

The Court is a participating employer in a cost-sharing defined benefit pension plan. This plan is administered by a public employee retirement system, the City of Baton Rouge and Parish of East Baton Rouge Employees’ Retirement System (CPERS). The Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge maintains the authority to establish and amend plan benefits for the CPERS plan. The CPERS plan is a component unit of the City-Parish and is administered by a separate board of trustees.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. These reports may be obtained by writing, calling or downloading the reports as follows:

CPERS:
 209 Saint Ferdinand St.
 Baton Rouge, Louisiana 70802
 (225) 389-3272
www.brgov.com/dept/ers

Effective January 1, 2015, the Court implemented the provisions of Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB 68. These standards require the Court to record its proportional share of the pension plan’s Net Pension Liability and report the following disclosures:

Plan Description

CPERS is considered a component unit of the financial reporting entity of the City of Baton Rouge and Parish of East Baton Rouge (City-Parish) and is included as a pension trust fund in the City-Parish Comprehensive Annual Financial Report and Annual Operating Budget.

The Retirement System was created by The Plan of Government and is governed by a seven-

G: PENSION PLANS (Continued)

member Board of Trustees (the Board). The Board is responsible for administering the assets of the Retirement System and for making policy decisions regarding investments. Four of the trustees are elected members of the Retirement System. Two are elected by non-police and non-fire department employees, and one trustee each is elected by the police and fire department employees. The remaining membership of the Board consists of one member appointed by the Mayor-President, and two members appointed by the Metropolitan Council. The Metropolitan Council maintains the authority to establish and amend plan benefits.

The following is a description of the plan and its benefits, and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Any person who becomes a regular full-time employee of one of the member employers becomes a member of the Retirement System as a condition of employment, except in the case of newly hired employees of certain participating employers who are mandated to enroll in a statewide retirement system, or those covered under a collective bargaining agreement. Contractual employees may or may not become members, depending upon the provisions of their respective contracts.

Substantially all full-time non-police employees of the City-Parish and other member employers are covered by the Retirement System. The Retirement System actuarially determines the contributions required to fund the plan and collects the contributions as a percentage of payroll each payroll period. The Retirement System exists for the sole benefit of current and former employees of the member employers.

Benefits

Normal Retirement

An employee's benefit rights vest after the employee has been a member of the Retirement System for 10 years. Benefit payments are classified into two distinct categories: 1) full retirement benefits and 2) minimum eligibility benefits. The service requirements and benefits granted for each category are:

G: PENSION PLANS (Continued)

	Members hired before 9/1/2015	Members hired on or after 9/1/2015
Full retirement benefits	25 years' service, any age	25 years' service, age 55 NPS or age 50 PS
Formula	3% of avg. comp. times number of years of service	3% of avg. comp. times number of years of service
Minimum eligibility benefits	20 years' service, any age, or 10 years at age 55	20 years' service, any age, or 10 years at age 60 NPS, or age 55 PS
Formula	2.5% of avg. comp. times number of years of service	2.5% of avg. comp. times number of years of service
Average compensation	Highest successive 36 months	Highest successive 60 months
Early retirement	20 years' service, 3% penalty for each year below age 55	20 years' service, actuarially reduced benefit below age 55 NPS, or age 50 PS
Disability retirement:		
Service connected	50% of avg. comp. plus 1.5% for each service year above 10 years	50% of avg. comp. plus 1.5% for each service year above 10 years
Ordinary	10 years' service, 50% of avg. comp, or 2.5% times number of years of service, whichever is greater	10 years' service, 50% of avg. comp, or 2.5% times number of years of service, whichever is greater
Survivor benefits:		
Service allowance	Automatic 50% J&S benefit, or member can purchase additional survivor benefits by actuarial benefit reduction	All survivor benefits must be purchased by actuarial benefit reduction
Service-connected disability	Automatic 50% J&S benefit	All survivor benefits must be purchased by actuarial benefit reduction
Ordinary disability	No survivor benefits provided	No survivor benefits provided
Member with 20 or more years of service	100% J&S benefit, based on member's benefit	100% J&S benefit, based on member's benefit
Member with less than 20 years of service, not retirement eligible	\$600/month benefit until earlier of death or remarriage, plus \$150/month per child under age 18 (limit \$300/month)	\$600/month benefit until earlier of death or remarriage, plus \$150/month per child under age 18 (limit \$300/month)

Deferred Retirement Option Program (DROP)

Deferred retirees (participants in the Deferred Retirement Option Plan (DROP) are employees who are eligible for retirement, but have chosen to continue employment for a maximum of five years if the member has 25 years of creditable service, or three years if the member has at least 10 but less than 25 years and is age 55 or older. Pension annuities are fixed for these employees and can never be increased, and neither employee nor employer contributions are contributed to the Retirement System on their earnings. DROP deposits for the amount of the participant's monthly benefits are placed in a deferred reserve account until the deferred retirement option period elapses, or until the employee discontinues employment, whichever comes first. These accounts bear interest beginning with the date of the initial deposit for employees who fulfill the provisions of their DROP contract. Failure to fulfill these provisions, specifically to terminate employment at the end of the maximum DROP participation period, results in the enforcement of certain penalty provisions, such as forfeiture of interest and disbursement of the balance of the

G: PENSION PLANS (Continued)

DROP account to the member or to another qualifying pension plan. Five-year participation in the DROP after 25 years of service is also a guaranteed benefit available to members who transferred membership to the Municipal Police Employees' Retirement System (MPERS). Because MPERS provides for only a three-year DROP, CPERS guarantees the balance of DROP participation, not to exceed the five-year maximum. Penalty provisions remain in place for these members as well.

Funding Policy

CPERS plan members contribute a percentage of their annual covered salary, which is stipulated in Part IV, Subpart 2, Sec. 1:264(A) 1 (b) of the City-Parish Code of Ordinances. Participating employers are required to contribute the remaining amounts necessary to finance the coverage of their employees through periodic contributions at rates annually determined by the CPERS's actuary. The Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge has the authority to determine employee contributions to CPERS.

Contributions to the plan are required and determined by City/Parish Ordinance (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended December 31, 2021, for the Court and covered employees were as follows:

	<u>Court</u>	<u>Employees</u>
Contribution Rates	33.73%	9.50%
	Blended Rate	

The contributions made to the System for the past three years ending on December 31, which equaled the required contributions for each of these years, are as follows:

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Employer contributions	\$ 138,756	\$ 149,110	\$ 154,741

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

The following schedule lists the Court's proportionate share of the Net Pension Liability allocated by the pension plan as of the respective measurement dates. The Court uses this measurement to record its Net Pension Liability and associated amounts as of December 31, 2021 in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used as of the respective measurement dates along with the change compared to the immediately prior measurement date. The Court's proportion of the Net Pension Liability was based on a projection of the Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

G: PENSION PLANS (Continued)

	Net Pension Liability at December 31, 2020	Rate at December 31, 2020	Increase (Decrease) on December 31, 2019 Rate
Proportionate share data	\$ 2,197,313	0.37599%	-0.00245%

The Court's proportionate share of the pension plan's recognized pension expense was \$8,750 for the year ended December 31, 2021.

At December 31, 2021, the Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 104,181	\$ -
Changes of assumptions	29,757	(67,820)
Net difference between projected and actual earnings on pension plan investments	-	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	195,783	(955,526)
Employer contributions subsequent to the measurement date	138,756	-
Total	<u>\$ 468,477</u>	<u>\$ (1,023,346)</u>

The Court reported a total of \$138,756 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2020, which will be recognized as a reduction in Net Pension Liability in the year ended December 31, 2021.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>YEAR</u>	
2022	\$ (83,303)
2023	(232,835)
2024	(341,536)
2025	(35,952)

G: PENSION PLANS (Continued)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability for the pension plan as of December 31, 2020 are as follows:

Valuation Date	December 31, 2020 on a valuation date of January 1, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	5 years
Investment Rate of Return	7.00% per year, compounded annually, net of investment expenses
Inflation Rate	2.25%
Discount Rate	7.00%
Mortality	Healthy - RP - 2006 Blue Collar (employee for active and annuitant for inactives) Projected back to 2001, Generational with MP 2018 (2016 base year) Disabled - RP-2006 Disability Table Projected back to 2001, Generational with MP-2018 (2016 base year)
Salary Increases	Aged based

The following methods were used by CPERS in determining the long-term rate of return on pension plan investments. The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These expected future real rates of return are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation are included in the following table.

The following table provides a summary of the best estimates of arithmetic/geometric real rates of return for each major asset class included in the Retirement System target asset allocations as of December 31, 2020:

G: PENSION PLANS (Continued)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	32.5%	7.50%
International Equity	17.5%	8.50%
Domestic Bonds	25.0%	2.50%
International Bonds	5.0%	3.50%
Real Estate	15.0%	4.50%
Alternative Assets	5.0%	5.70%
Total	<u>100.00%</u>	

Discount Rate

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for CPERS was 7.0% for the measurement period ending December 31, 2020.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following table presents the Court's proportionate share of the Net Pension Liability (NPL) using the discount rate of the Retirement System as well as what the District's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by the Retirement System:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
CPERS			
Rates	6.00%	7.00%	8.00%
Net Pension Liability			
Calculation	\$ 2,826,806	\$ 2,197,313	\$ 1,669,532

H: OTHER POST-EMPLOYMENT BENEFITS

Plan Description

The Court is a component unit of the City-Parish and its employees participate in the City-Parish health benefits program. The City-Parish's other post-employment benefits plan (OPEB) is a single-employer defined benefit "substantive plan" as understood by past practices of the employer and its employees. Although no written plan or trust currently exists or is sanctioned by law, the OPEB plan is reported based on communications to plan members.

Benefits provided

The plan provides postemployment healthcare, vision and dental benefits to the qualified retirees of the Court with 20 years or more years of service who have attained age 50 or employees who have 12 years of service who have attained age 55 or 25 years of service at any age.

Retirees may continue their coverage under the City-Parish's health plans in accordance with Parish Resolution 10179 adopted by the Parish Council on December 13, 1972 and amended by Metropolitan Council Resolution 42912 adopted November 12, 2003. Based on current practices, upon retirement, a totally vested employee may continue his coverage paying the same premiums and receiving the same benefits as active employees. If the participant meets the criteria for retirement, the government pays the following percentages of scheduled premiums:

<u>Years of Service</u>	<u>Vested Percentage</u>
Fewer than 10	25%
10 – 15 years	50%
15 – 20 years	75%
Over 20 years	100%

Employees covered by benefit terms:

Inactive employees or beneficiaries	
currently receiving benefit payments	2
Active employees	15
	<hr/>
	17
	<hr/> <hr/>

Funding policy

The Court does not pre-fund benefits. The current funding policy is to pay benefits directly from general assets on a pay-as-you-go basis and there is not a trust for accumulating plan assets. The contribution requirements of the employees/retirees and the City-Parish and participating City-Parish employers are established in the annual City-Parish operating budget and may be amended in subsequent years. During 2021, the health/dental plan was funded with employees and retirees contributing from 8% to 38% of the health and dental premium and the City-Parish contributing from 60% to 92% of the health and dental premiums, dependent upon the number of family members covered. Effective January 1, 2003, the employer portion of pay-as-you-go OPEB insurance premiums are allocated over all employers and funds that participate in the OPEB plan.

H: OTHER POST-EMPLOYMENT BENEFITS (Continued)

Total OPEB liability

The Court's total OPEB liability of \$3,770,243 was measured as of December 31, 2020, and was determined by an actuarial valuation date as of December 31, 2020.

The total OPEB liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions:

Measurement Date	December 31, 2020
Valuation Date	December 31, 2020
Inflation	2.50%
Salary Increases	3.27% to 18.39%
Discount Rate	2.12%
Healthcare cost trend rates	
	6.00% for FY22 to FY27 decreasing 0.50% per year to an ultimate rate of 4.5% for FY30 and later years for Medical
	0.00% for FY22 and FY23 increasing to 4.50% for FY24 and later years for Dental
Mortality	
	MPERS: PubS-2010(B) base tables multiplied by 115% (105% for Disabled Retirees) for males and 125% (115% for Disabled Retirees) for females, projected beyond 2010 using the Scale MP-2019 mortality improvement rates
	CPERS: RP2006 Blue Collar base tables projected back to 2001 using the Scale MP-2018 mortality improvement rates and projected beyond 2016 using the Scale MP-2018 mortality improvement rates

H: OTHER POST-EMPLOYMENT BENEFITS (Continued)

Changes in the total OPEB liability were as follows:

	<u>OPEB liability</u>
Balance as of December 31, 2019, restated	\$ 5,842,498
Changes for the year:	
Service cost	117,892
Interest on total OPEB liability	115,514
Effect of plan changes	-
Effect of economic/demographic gains or losses	298,390
Effect of assumptions changes or inputs	(822,555)
Change in proportion	(1,707,617)
Benefit payments	(73,879)
Balance as of December 31, 2020	<u><u>\$ 3,770,243</u></u>

The following presents the total OPEB liability of the Court, calculated using the discount rate of 2.12%, as well as what the Court's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.12%) or 1 percentage point higher (3.12%) than the current rate.

<u>1% Decrease</u>	<u>Discount Rate</u>	<u>1% Increase</u>
1.12%	2.12%	3.12%
4,524,615	3,770,243	3,224,533

The following presents the total OPEB liability of the Court, calculated using the current healthcare cost trend rates as well as what the Court's total OPEB liability would be if it were calculated using trend rates that are 1 percentage point lower or 1 percentage point higher than the current trend rates.

<u>Current</u>		
<u>1% Decrease</u>	<u>Trend Rate</u>	<u>1% Increase</u>
3,422,017	3,770,243	4,271,587

H: OTHER POST-EMPLOYMENT BENEFITS (Continued)

The following table shows the components of the Court's annual OPEB expense:

	<u>January 1, 2021 to December 31, 2021</u>
Service cost	117,890
Interest on total OPEB liability	115,514
Effect of plan changes	-
Recognition of deferred inflows/outflows of resources	
Effect of economic/demographic gains or losses	118,535
Effect of assumptions changes or inputs	<u>(231,079)</u>
OPEB expense	<u><u>\$ 120,860</u></u>

As of December 31, 2021, the deferred inflows and outflows of resources are as follows:

	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 232,984
Changes of assumption	<u>640,759</u>	<u>153,921</u>
Total	<u><u>\$ 640,759</u></u>	<u><u>\$ 386,905</u></u>

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

Year ended December 31:	
2022	\$ 89,714
2023	92,893
2024	71,247
2025	-
2026	-
Thereafter	-

Life insurance benefits

In accordance with City Resolution 5942 and Parish Resolution 12478 adopted by the respective councils on April 14, 1976, all employees who retire after May 1, 1976 have \$5,000 of term life insurance coverage. The cost of this insurance is paid by the City-Parish through an actuarially

H: OTHER POST-EMPLOYMENT BENEFITS (Continued)

determined monthly assessment of 70 cents per active employee. The premium is paid into an Insurance Continuance Fund Account. The Court does not recognize expenditures for these life insurance benefits since they are provided by the City-Parish.

I: INTERFUND TRANSACTIONS

The following is a summary of amounts due from and due to other funds at December 31, 2021:

	<u>Due From</u>	<u>Due To</u>
General fund		
Judicial Expense fund	\$ -	\$ 2,939
Victims of Juvenile Crime Compensation fund	-	231
Judicial Expense fund		
Fiduciary fund	2,748	-
General fund	2,939	-
Victims of Juvenile Crime Compensation fund		
General fund	231	-
Fiduciary fund		
Judicial Expense fund	-	2,748
	<u>\$ 5,918</u>	<u>\$ 5,918</u>

J: CONCENTRATIONS OF CREDIT RISK

Intergovernmental receivables represent amounts due from other East Baton Rouge Parish governmental agencies and the State of Louisiana. Payment of these amounts is partly dependent upon the economic and financial conditions within East Baton Rouge Parish and the State of Louisiana.

K: OTHER EXPENDITURES OF THE JUVENILE COURT

Certain operating expenditures of the Court are paid directly or reimbursed by the City-Parish. The City-Parish expenditures for the operation of the Juvenile Court for the year ended December 31, 2021, are summarized below:

Personal services	\$	722,337
Group benefits		345,413
Supplies		70,445
Contractual services		<u>155,545</u>
	\$	<u><u>1,293,740</u></u>

L: SUBSEQUENT EVENTS

The World Health Organization has declared the outbreak to constitute a “Public Health Emergency of International Concern.” The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on employees and vendors all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.

Subsequent events were evaluated through June 27, 2022, which is the date the financial statements were available to be issued.

M: RESTATEMENT OF PRIOR YEAR NET POSITION

The City-Parish reported that the OPEB liability amount in the prior actuary’s GASB valuation report dated December 24, 2020 was adjusted and increased to correct for deficiencies in the prior valuation methodology.

The net effect to the entity-wide Statement of Net Position for the prior period from the restatement is as follows:

Total net position, December 31, 2020, as previously reported	\$	(7,068,058)
Adjust OPEB liability		<u>(831,904)</u>
Total net position, December 31, 2020, restated	\$	<u><u>(7,899,962)</u></u>

REQUIRED SUPPLEMENTARY INFORMATION

**EAST BATON ROUGE PARISH JUVENILE COURT
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND**

Year ended December 31, 2021

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance - December 31, 2020	\$ 146,891	\$ 341,140	\$ 225,015	\$ (116,125)
Resources (inflows):				
Intergovernmental:				
Court operations	1,362,790	1,362,790	1,293,741	(69,049)
Families in Need of Services Assistance Program	63,468	63,468	63,468	-
LCLE High School Truancy Initiative	45,180	52,270	40,514	(11,756)
Louisiana Children's Trust Fund	20,200	22,000	15,695	(6,305)
SCDCO/FPC program	150,000	150,000	99,926	(50,074)
OJJDP - FPC Expansion Grant: Year One	70,317	48,707	13,193	(35,514)
Miscellaneous revenue	2,000	2,120	2,402	282
Interest	90	90	91	1
Amounts available for appropriation	<u>1,714,045</u>	<u>1,701,445</u>	<u>1,529,030</u>	<u>(172,415)</u>
Charges to appropriations (outflows):				
Current:				
Juvenile Court:				
Personal services:				
Salaries	814,120	774,510	722,337	52,173
Group benefits:				
Payroll taxes				
Retirement				
Post-Employment benefit				
Insurance				
Group benefits	420,740	364,866	345,413	19,453
Supplies:				
Office supplies	58,010	56,458	70,445	(13,987)
Contract services	69,920	64,748	82,801	(18,053)
Trackable Supplies & Other Contract Services	-	102,300	72,745	29,555
FINSAP program				
Contractual services:				
Programmatic services	63,468	63,468	63,468	-
Louisiana Commission on Law Enforcement				
High School Truancy Initiative:				
Programmatic services	45,180	52,270	36,762	15,508

Exhibit 1 (Continued)

Louisiana Children's Trust Fund				
Programmatic services	20,200	22,000	11,267	10,733
SCDCO - Family Preservation Court	150,000	104,000	110,888	(6,888)
OJJDP - FPC Expansion Grant - Year One	<u>70,317</u>	<u>48,707</u>	<u>15,183</u>	<u>33,524</u>
Total current	1,711,955	1,653,327	1,531,309	122,018
Capital outlay:				
Capital outlay	<u>-</u>	<u>-</u>	<u>5,543</u>	<u>(5,543)</u>
Total charges to appropriations	<u>1,711,955</u>	<u>1,653,327</u>	<u>1,536,852</u>	<u>116,475</u>
Budgetary fund balance - December 31, 2021	<u>\$ 148,981</u>	<u>\$ 389,258</u>	<u>\$ 217,193</u>	<u>\$ (172,065)</u>

See accompanying notes to budgetary comparison schedules.

**EAST BATON ROUGE PARISH JUVENILE COURT
BUDGETARY COMPARISON SCHEDULE -
JUDICIAL EXPENSE FUND**

Year ended December 31, 2021

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance - December 31, 2020	\$ 166,401	\$ 162,273	\$ 128,742	\$ (33,531)
Resources (inflows):				
Fees and fines	40,000	41,200	41,687	487
Intergovernmental:				
Court fees	3,120	3,830	3,750	(80)
Court operations	2,000	1,900	3,295	1,395
Charges for service	-	-	-	-
Vending machine revenue	600	930	1,286	356
Interest	55	55	67	12
Other	-	-	-	-
Amounts available for appropriation	<u>45,775</u>	<u>47,915</u>	<u>50,085</u>	<u>2,170</u>
Charges to appropriations (outflows):				
Current:				
Salaries and employee benefits	4,375	4,375	4,499	(124)
Supplies	7,000	1,157	1,583	(426)
Contract services	34,513	11,313	12,982	(1,669)
Special programs	1,500	-	-	-
Net supplies	<u>47,388</u>	<u>16,845</u>	<u>19,064</u>	<u>(2,219)</u>
Total current	47,388	16,845	19,064	(2,219)
Capital outlay:				
Capital outlay	<u>3,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total charges to appropriations	<u>50,888</u>	<u>16,845</u>	<u>19,064</u>	<u>(2,219)</u>
Budgetary fund balance - December 31, 2021	<u>\$ 161,288</u>	<u>\$ 193,343</u>	<u>\$ 159,763</u>	<u>\$ (33,580)</u>

See accompanying notes to budgetary comparison schedules.

**EAST BATON ROUGE PARISH JUVENILE COURT
BUDGETARY COMPARISON SCHEDULE -
VICTIMS OF JUVENILE CRIMES COMPENSATION FUND**

Year ended December 31, 2021

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance - December 31, 2020	\$ 59,143	\$ 61,851	\$ 62,705	\$ 854
Resources (inflows):				
Juvenile traffic/crime fines	3,500	3,500	3,440	(60)
Interest	30	27	27	-
Amounts available for appropriation	3,530	3,527	3,467	(60)
Charges to appropriations (outflows):				
Reparations to crime victims	5,000	2,850	3,080	(230)
Total charges to appropriations	5,000	2,850	3,080	(230)
Budgetary fund balance - December 31, 2021	\$ 57,673	\$ 62,528	\$ 63,092	\$ 564

See accompanying notes to budgetary comparison schedules.

**EAST BATON ROUGE PARISH JUVENILE COURT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL**

December 31, 2021

Budgetary accounting and control

Budget law

The Court prepares its annual operating budget under the provisions of the Louisiana Municipal Budget Act. In accordance with those provisions, the following procedures are used in adopting the annual budget for the general fund:

- (1) An operating budget is prepared for the general and special revenue funds at least fifteen days prior to the commencement of the budgetary fiscal year. The operating budget includes proposed expenditures and the means of financing them for the upcoming year.
- (2) The budget is available for public inspection at least fifteen days prior to the beginning of the fiscal year.
- (3) The budget is adopted after consideration of public comment, if any, and authorized for implementation on the first day of the fiscal year.
- (4) The general and special revenue funds' budgets are prepared on a detailed line-item basis. Revenues are budgeted by source. Expenditures are budgeted by character (personal services, group benefits, supplies, contractual services and capital outlay). Total expenditures constitute the legal level of control. Expenditures may not exceed the sum of appropriations plus the unreserved prior year fund balance. The budget may be revised during the year as estimates regarding revenues and expenditures change.
- (5) Appropriations lapse at the end of each fiscal year.

Budgetary accounting

The annual operating budgets of the general and special revenue funds are prepared and presented on the modified accrual basis of accounting.

EAST BATON ROUGE PARISH JUVENILE COURT
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
Year ended December 31, 2021

Total OPEB Liability		
Service cost	\$	117,892
Interest on total OPEB liability		115,514
Effect of plan changes		-
Effect of economic/demographic gains or loss		298,390
Effect of assumptions changes or inputs		(822,555)
Change in proportion		(1,707,617)
Benefit payments		(73,879)
Net change in total OPEB liability		<u>(2,072,255)</u>
Total OPEB liability - beginning, restated		<u>5,842,498</u>
Total OPEB liability - ending	\$	<u><u>3,770,243</u></u>
Covered-employee payroll	\$	476,441
Total OPEB liability as a percentage of covered-employee payroll		791%

Notes to Schedule:

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Changes of benefit terms: There were no changes of benefits terms for the year ended December 31, 2021.

Changes of assumptions: There were changes of assumptions for the year ended December 31, 2021. See Note H.

EAST BATON ROUGE PARISH JUVENILE COURT
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
Year ended December 31, 2021

Fiscal Year	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered- Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered- Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
CPERS					
2021	0.3760%	\$ 2,197,313	\$ 564,906	388.9697%	68.7800%
2020	0.3784%	\$ 2,381,587	\$ 555,656	428.6082%	65.4700%
2019	0.5517%	\$ 4,046,293	\$ 780,690	518.2970%	59.3600%
2018	0.4043%	\$ 2,164,884	\$ 564,526	383.4870%	68.8000%
2017	0.3927%	\$ 2,333,603	\$ 549,019	425.0496%	68.8000%
2016	0.4511%	\$ 2,602,048	\$ 615,046	423.0656%	64.0900%
2015	0.4367%	\$ 1,920,486	\$ 592,031	324.3894%	63.9500%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

The amounts presented have a measurement date of the previous fiscal year end.

EAST BATON ROUGE PARISH JUVENILE COURT
SCHEDULE OF PENSION CONTRIBUTIONS
Year ended December 31, 2021

Fiscal Year	Contractually Required Contribution	Contributions in Relation to			Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
	Contractually Required Contribution	Contractually Required Contribution	Contribution Deficiency			
CPERS						
2021	\$ 138,756	\$ 138,756	\$ -	\$ 564,906	24.56%	
2020	\$ 149,110	\$ 149,110	\$ -	\$ 555,656	26.83%	
2019	\$ 154,741	\$ 154,741	\$ -	\$ 780,690	19.82%	
2018	\$ 156,233	\$ 156,233	\$ -	\$ 564,526	27.68%	
2017	\$ 155,067	\$ 155,067	\$ -	\$ 549,019	28.24%	
2016	\$ 147,447	\$ 147,447	\$ -	\$ 615,046	24.00%	
2015	\$ 152,571	\$ 152,571	\$ -	\$ 592,031	25.77%	

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Amounts presented were determined as of the end of the fiscal year.

**EAST BATON ROUGE PARISH JUVENILE COURT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON PENSIONS**

December 31, 2021

Plan Changes

There have been no changes in benefits since the prior valuation.

Actuarial Assumption/Method Changes

The Actuarial Asset Valuation Method changed to uniformly spread actuarial investment gains and losses over a five-year period. This change is effective January 1, 2020, commencing with a “fresh start” to set this year’s Actuarial Value of Assets equal to the Market Value of Assets. The new method, as adopted by the Board of Trustees in April 2020, ensures that the Actuarial Value of Assets converge to the Market Value of Assets within a reasonable period of time if the investment rate of return is realized.

OTHER SUPPLEMENTARY INFORMATION

**EAST BATON ROUGE PARISH JUVENILE COURT
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS
TO AGENCY HEADS**

December 31, 2021

Agency Head Name: *Gail Grover, Chief Judge*

<u>Purpose</u>	<u>Amount</u>
Benefits - insurance	\$ 113
Professional liability insurance	3,270
2021 Spring Judges Conference	250
Membership dues - LA District Judges Association	200
Membership dues - NCJFCJ & LCJFCJ	345

Note: Judges are not required to include compensation, reimbursements and benefits received directly from the Louisiana Supreme Court. Amounts reported above were paid from funds the court administers.

EAST BATON ROUGE PARISH JUVENILE COURT
JUDICIAL EXPENSE FUND
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
As Required by Act 87 of the 2020 Regular Legislative Session
Year Ended December 31, 2021

Identifying Information:

Entity Name	East Baton Rouge Parish Juvenile Court	
LLA Entity ID#	9529	
Date that reporting period ended	12/31/2021	

Cash Basis Presentation	First Six Month Period Ended 6/30/2021	Second Six Month Period Ended 12/31/2021
<i>Receipts From:</i>		
19th JDC Clerk of Court, Juvenile Filing Fees	\$ 1,635	\$ 2,190
Subtotal Receipts	<u>\$ 1,635</u>	<u>\$ 2,190</u>
Ending Balance of Amounts Assessed but Not Received	\$ -	\$ -

See accompanying notes to financial statements

EAST BATON ROUGE PARISH JUVENILE COURT
JUDICIAL EXPENSE FUND
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
As Required by Act 87 of the 2020 Regular Legislative Session
Year Ended December 31, 2021

Identifying Information:

Entity Name	East Baton Rouge Parish Juvenile Court
LLA Entity ID#	9529
Date that reporting period ended	12/31/2021

Cash Basis Presentation	First Six Month Period Ended 6/30/2021	Second Six Month Period Ended 12/31/2021
Beginning Balance of Amounts Collected	\$ -	\$ 28,453
<i>Add: Collections</i>		
Bond Fees	\$ 35,450	\$ 26,600
Criminal Court Costs/Fees	17,905	13,925
Criminal Fines - Other	10,689	8,806
Restitution	5,293	4,908
Subtotal Collections	\$ 69,337	\$ 54,239
<i>Less: Disbursements to Governments & Nonprofits</i>		
East Baton Rouge Parish Public Defender's Office (Criminal Court Costs/Fees)	\$ 3,313	\$ 3,343
LRS-HSCI Trust Fund (Criminal Court Costs/Fees)	550	660
Treasurer, State of Louisiana-CMIS (Criminal Court Costs/Fees)	564	573
Louisiana Supreme Court-Louisiana Judicial College Collections (Criminal Court Costs/Fees)	93	94
<i>Less: Amounts Retained by Collecting Agency</i>		
Amounts "Self-Disbursed" to EBRP Juvenile Judicial Expense Fund (Court Costs/Fees)	11,120	11,262
Amounts "Self-Disbursed" to EBRP Juvenile Judicial Expense Fund (Fines)	9,404	10,131
Amounts "Self-Disbursed" to EBRP Juvenile Judicial Expense Fund (Bond Fees)	-	1,900
<i>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</i>		
Restitution Payments to Individuals	3,691	6,671
Other Disbursements to Individuals	12,150	16,248
Subtotal Disbursements/Retainage	\$ 40,885	\$ 50,882
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	\$ 28,452	\$ 31,810
Ending Balance of "Partial Payments" Collected but not Disbursed	-	-
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	\$ -	\$ -
Total Waivers During the Fiscal Period	644	-

See accompanying notes to financial statements

EAST BATON ROUGE PARISH JUVENILE COURT
VICTIMS OF JUVENILE CRIMES COMPENSATION FUND
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
As Required by Act 87 of the 2020 Regular Legislative Session
Year Ended December 31, 2021

Identifying Information:

Entity Name	East Baton Rouge Parish Juvenile Court	
LLA Entity ID#	9529	
Date that reporting period ended	12/31/2021	

Cash Basis Presentation	First Six Month Period Ended 6/30/2021	Second Six Month Period Ended 12/31/2021
Beginning Balance of Amounts Collected	\$ -	\$ 1,780
<i>Add: Collections</i>		
Other - <i>Victims of Juvenile Crime Compensation (VJCC)</i>	\$ 1,780	\$ 1,690
Subtotal Collections	<u>\$ 1,780</u>	<u>\$ 1,690</u>
<i>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</i>		
Other Disbursements to Individuals	\$ -	\$ 2,850
Subtotal Disbursements/Retainage	<u>\$ -</u>	<u>\$ 2,850</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	<u>\$ 1,780</u>	<u>\$ 620</u>
Ending Balance of "Partial Payments" Collected but not Disbursed	-	-
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	\$ -	\$ -
Total Waivers During the Fiscal Period	-	-

See accompanying notes to financial statements



**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***

Honorable Judges of the
East Baton Rouge Parish Juvenile Court

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 fiduciary fund of East Baton Rouge Parish Juvenile Court, a component unit of the City of Baton Rouge, Parish of East Baton Rouge, Louisiana, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the East Baton Rouge Parish Juvenile Court's basic financial statements and have issued our report thereon dated June 27, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the East Baton Rouge Parish Juvenile Court's internal control over financial reporting (internal control) to determine the 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 East Baton Rouge Parish Juvenile Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the East Baton Rouge Parish Juvenile Court'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 East Baton Rouge Parish Juvenile Court's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or 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 weakness or significant deficiencies may exist that were not 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 deficiency in internal control described in the accompanying schedule of findings and responses that we consider to be a significant deficiency as items 2021-01.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the East Baton Rouge Parish Juvenile Court'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

East Baton Rouge Parish Juvenile Court's Response to Findings

East Baton Rouge Parish Juvenile Court's response to the findings identified in our audit is described in the accompanying schedule of findings and responses and the corrective action plan. East Baton Rouge Parish Juvenile Court's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 Court'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 Court's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

L. A. Champagne & Co, LLP

June 27, 2022

Baton Rouge, Louisiana

EAST BATON ROUGE PARISH JUVENILE COURT
SCHEDULE OF FINDINGS AND RESPONSES

Year Ended December 31, 2021

A: SUMMARY OF AUDIT RESULTS

1. The auditor expresses an unmodified opinion on the financial statements of the East Baton Rouge Parish Juvenile Court.
2. One significant deficiency in the internal controls relating to the audit of the financial statements is reported in the “Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*.”
3. No instances of noncompliance material to the financial statements of the East Baton Rouge Parish Juvenile Court were disclosed during the audit.
4. A management letter was not issued in conjunction with this engagement.

B: FINDINGS – FINANCIAL STATEMENT AUDIT

2021-01 Internal Control over Financial Reporting

Condition: We assisted management in the analysis and reclassification of various accounts in order to close the books at year end and in drafting the financial statements and related notes as part of our year-end audit process.

Effect: Because our involvement is so key to that process, there is an indication that this deficiency in internal control over financial reporting of the Court meets the definition of a significant deficiency as defined below.

Criteria: Internal controls over financial reporting are those policies and procedures that exist to assure an entity’s ability to initiate, record, process, and report financial data consistent with assertions embodied in the annual financial statements, and that financial statements are prepared in accordance with generally accepted accounting principles (GAAP).

Auditor’s Recommendation: At this time, it is not feasible for the Court to acquire the expertise necessary to actually draft the year-end financial statements in accordance with GAAP. Therefore, we propose to continue to assist management in the drafting of those financial statements.

B: FINDINGS – FINANCIAL STATEMENT AUDIT (Continued)

Management Response: Management acknowledges the condition as described above. Although Juvenile Court management does not actually prepare and draft the financial statements, they have the capacity and experience to oversee the drafting of financial statements prepared in accordance with generally accepted accounting principles; they provide all of the information to be included in the financial statements and they understand the financial statements presentation. However, at this time it is not feasible for the Juvenile Court to acquire the expertise necessary to actually draft the year-end financial statements.

**EAST BATON ROUGE PARISH JUVENILE COURT
SCHEDULE OF CORRECTIVE ACTION TAKEN
ON PRIOR YEAR FINDINGS**

Year Ended December 31, 2021

2020-01 Internal Control over Financial Reporting

Repeated in current year findings as finding 2021-01.



Adam J. Haney
Judge, Division A

Gail Grover
Judge, Division B

JUVENILE COURT

PARISH OF EAST BATON ROUGE

8333 Veterans Memorial Boulevard
Baton Rouge, Louisiana 70807

TELEPHONE (225) 354-1250
FAX (225) 357-7876

Lynn M. Maloy
Judicial Administrator

Darlene Munson
Deputy Judicial Administrator

The East Baton Rouge Parish Juvenile Court respectfully submits the following corrective action plan for the year ended December 31, 2021.

Name and address of independent public accounting firm:

L.A. Champagne & Co., L.L.P.
4911 Bennington Avenue
Baton Rouge, LA 70808

Audit period: Year ended December 31, 2021

The findings for the *2021 Schedule of Findings and Responses* are discussed below. The findings are numbered consistently with the number assigned to the schedule.

2021-01

Condition: We assisted management in the analysis and reclassification of various accounts in order to close the books at year end and in drafting the financial statements and related notes as part of our year-end audit process.

Action Taken: Management acknowledges the condition as described above. Although Juvenile Court management does not actually prepare and draft the financial statements, they have the capacity and experience to oversee the drafting of financial statements prepared in accordance with generally accepted accounting principles; they provide all of the information to be included in the financial statements and they understand the financial statements presentation. However, at this time it is not feasible for the Juvenile Court to acquire the expertise necessary to actually draft the year-end financial statements.

If there are any questions regarding this plan, please call me at 225-354-1215.

Sincerely yours,

A handwritten signature in blue ink that reads "Lynn M. Maloy".

Lynn Maloy
Judicial Administrator

**EAST BATON ROUGE PARISH
JUVENILE COURT**

BATON ROUGE, LOUISIANA

DECEMBER 31, 2021

STATEWIDE AGREED UPON PROCEDURES



L.A. CHAMPAGNE & CO.

CERTIFIED PUBLIC ACCOUNTANTS



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the East Baton Rouge Parish Juvenile Court 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, 2021 through December 31, 2021. East Baton Rouge Parish Juvenile Court management is responsible for those C/C areas identified in the SAUPs.

East Baton Rouge Juvenile Court 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, 2021 through December 31, 2021. 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:

Written Policies and Procedures

1. 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:

a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

Written policies and procedures were obtained and do address the functions noted above.

b) ***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.

Written policies and procedures were obtained and do address the functions noted above.

c) ***Disbursements***, including processing, reviewing, and approving.

Written policies and procedures were obtained and do address the functions noted above.

- d) **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).

Written policies and procedures were obtained and do address the functions noted above.

- e) **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.

Written policies and procedures were obtained and do address the functions noted above.

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

Written policies and procedures were obtained and do address the functions noted above.

- g) **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).

Written policies and procedures were obtained and do address the functions noted above.

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

Written policies and procedures were obtained and do address the functions noted above.

- i) **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.

Written policies and procedures were obtained and do address the functions noted above.

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

Written policies and procedures were obtained and notes that current financial procedures do not include provisions for the Court to take out loans, incur debt or issue bonds. Therefore, attributes 1-4 do not apply to current procedures.

- k) **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.

Written policies and procedures were obtained and do address the functions noted above.

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

Written policies and procedures were obtained and do address the functions noted above.

Board or Finance Committee

2. 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:

- a) 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.

Obtained and reviewed minutes of the managing board for the fiscal period noting that the full board met in: April, May, June, August, September, and December during the fiscal year.

- b) 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 board minutes do not reference any discussions about the monthly budget-to-actual comparisons.

- c) 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 general fund had a positive unassigned fund balance in the prior year.

Bank Reconciliations

3. 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:

- a) 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);

Management provided a listing of client bank accounts. Randomly selected one month and obtained the bank statement and reconciliation, noting the reconciliation was prepared within two months of the statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Management provided a listing of client bank accounts. Randomly selected one month and obtained the bank statement and reconciliation, noting the reconciliations has been reviewed by a member of management.

- c) 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.

Management provided a listing of client bank accounts. Randomly selected one month and obtained the bank statement and reconciliation. There are several reconciling items outstanding for more than 12 months not cleared from the reconciliations and no documentation indicating that the items have been researched.

Management's Response: Some documentation has been provided for the efforts related to researching the outstanding checks issued for Restitution. Procedures and protocols will be developed for documenting all research taken and steps taken regarding checks for all accounts, that are outstanding for more than 12 months. Although not documented in writing, the Court has researched outstanding checks in the various accounts via online public record searches, communication with other governmental agencies, and other methods.

Collections (excluding electronic funds transfers)

4. 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).

Management provided a listing of deposit sites and representation that the listing is complete.

5. 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:

- a) Employees responsible for cash collections do not share cash drawers/registers.

Management provided a listing of collection locations and representation that the listing is complete. Randomly selected one collection location, noting that employees responsible for cash collections do not share a cash register.

- b) 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.

Management provided a listing of collection locations and representation that the listing is complete. Randomly selected one collection location, noting that employees responsible for collecting cash are not responsible for preparing bank deposits.

- c) 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.

Management provided a listing of collection locations and representation that the listing is complete. Randomly selected one collection location, noting that employees responsible for collecting cash are not responsible for posting collections to the general ledger.

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

Management provided a listing of collection locations and representation that the listing is complete. Randomly selected one collection location, noting that employees responsible for reconciling cash collections to the general ledger are not responsible for collecting cash.

- 6. 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.

Employees who have access to cash are covered by an insurance policy of for theft.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (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). *Alternately, 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:

- a) Observe that receipts are sequentially pre-numbered.

Obtained supporting documentation for selected deposits and noted that receipts were sequentially pre-numbered for cash collections.

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

Obtained supporting documentation for selected deposits and traced documentation to the deposit slip.

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

Obtained supporting documentation for selected deposits and traced documentation to the bank statement.

- d) Observe 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).

Obtained supporting documentation for selected deposits and noted that deposits were made within one business day of receipt.

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

Obtained supporting documentation for selected deposits and traced documentation to the general ledger.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. 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).

Management provided a listing of locations that processes payments for the fiscal period and a representation that the listing is complete.

9. For each location selected under #8 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, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

Management provided a list of employees involved in non-payroll purchasing and the payment function, noting that at least two employees are involved in initiating, approving, and placing an order.

- b) At least two employees are involved in processing and approving payments to vendors.

Management provided a list of employees involved in non-payroll purchasing and the payment function, noting that at least two employees are involved in processing and approving payments to vendor.

- c) 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.

Management provided a list of employees involved in non-payroll purchasing and the payment function, noting that the judicial administrator is responsible for adding or modifying vendor files and must obtain final written approval by a Judge of the Court.

- d) 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.

Management provided a list of employees involved in non-payroll purchasing and the payment function, noting that signed checks are given to the administrative assistant who is responsible for processing payments to be mailed.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

10. For each location selected under #8 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:

a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

Management provided non-payroll disbursements and representation that the list was complete. Randomly selected 5 disbursements and obtained supporting documentation, noting that the disbursements matched the related invoice.

b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Management provided non-payroll disbursements and representation that the list was complete. Randomly selected 5 disbursements and obtained supporting documentation and noted that the disbursements documentation included evidence of segregation of duties.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.

Management provided a list of all active credit cards for the fiscal period and representation that the list was complete.

12. 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:

a) 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Obtained monthly statements and supporting documentation for selected cards, noting that the monthly statement and supporting documentation were reviewed and approved by someone other than the authorized card holder.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Obtained monthly statements and supporting documentation for selected cards, noting that no finance charges were assessed.

13. Using the monthly statements or combined statements selected under #12 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 testing). 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 note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Randomly selected 10 transactions from the monthly statements selected under step 12, noting that all receipts identified what was purchased, business or public purpose was documented, and documentation was provided for one transaction that included meals.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. 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, 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:

- a) 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).

Management provided a list of all travel and travel-related expense reimbursements and representation that the listing is complete. Randomly selected 5 reimbursements and supporting documentation, noting that one item reimbursed used per diem and agreed with the U.S. General Service Administration rates.

- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Management provided a list of all travel and travel-related expense reimbursements and representation that the listing is complete. Randomly selected 5 reimbursements and supporting documentation, noting that four items reimbursed used actual cost and were supported by an itemized receipt.

- c) 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).

Management provided a list of all travel and travel-related expense reimbursements and representation that the listing is complete. Randomly selected 5 reimbursements and supporting documentation, noting each reimbursement was supported by documentation of the business or public purpose.

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

Management provided a list of all travel and travel-related expense reimbursements and representation that the listing is complete. Randomly selected 5 reimbursements and supporting documentation, noting each reimbursement was approved.

Contracts

15. 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. *Alternately, 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:

- a) 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.

Management provided an active vendor list and representation that the listing was complete. Randomly selected 5 vendors, noting that none of the contracts were subject to the Louisiana Public Bid Law.

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

Management provided an active vendor list and representation that the listing was complete. Randomly selected 5 vendors, noting the contracts selected were not required to be approved by the governing board.

- c) 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, was approval documented).

Management provided an active vendor list and representation that the listing was complete. Randomly selected 5 vendors, noting there were no amendments to the contracts.

- d) 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.

Randomly selected one payment for each of the 5 vendors and obtained supporting documentation, noting the invoice and related payment agreed to the terms of the contract.

Payroll and Personnel

16. 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.

Management provided a listing of employees during the fiscal period and representation that the listing is complete. Randomly selected five employees and obtained documentation from management of approved salaries and noted that actual paid salaries agreed with approved salaries.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

Randomly selected one pay period for the 5 employees selected under step 16 and noted that employees documented their daily attendance and leave.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Randomly selected one pay period for the 5 employees selected under step 16 and noted that all attendance and leave was approved.

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

Randomly selected one pay period for the 5 employees selected under step 16, noting that leave accrued or taken during the pay period is reflected in the leave records.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

The rate paid to employees agrees to the authorized salary/pay rate found within the personnel file.

18. 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 or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Management provided a listing of employees that received termination payments during the fiscal period and representation that the list is complete. Randomly selected two employees

and obtained supporting documentation, agreeing the hours to the leave records and pay rates to the employees' authorized pay rates in the personnel files.

19. 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.

Management provided representation that employer and employee portions of payroll taxes, health insurance premiums, and workers' compensation premiums have been paid and associated forms have been filed by required deadlines.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Management provided documentation demonstrating each employee completed one hour of ethics training during the fiscal period.

- b) 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.

There were no changes to the entity's ethics policy during the fiscal period.

Debt Service

21. 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 documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

No debt was issued during the fiscal period.

22. 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).

There was no outstanding debt during the fiscal period.

Fraud Notice

23. 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.

Management has asserted that the entity did not have any misappropriations of public funds or assets during the reporting period.

24. 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.

Required notices are posted on the entity's premises and website.

Information Technology Disaster Recovery/Business Continuity

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

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the results with management.

- b) 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.

- c) 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.

We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Obtained sexual harassment training documentation from management indicating that each employee selected in procedure #16, completed at least one hour of sexual harassment training during the year.

27. 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).

Observed the sexual harassment policy and complaint procedure on the entity's website.

28. 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:

- a) Number and percentage of public servants in the agency who have completed the training requirements;

Documentation provided showed that all twenty-six employees completed the training requirements.

- b) Number of sexual harassment complaints received by the agency;

There were no sexual harassment complaints received by the agency.

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

There were no complaints which resulted in a finding that sexual harassment had occurred.

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

There were no complaints in which the finding of sexual harassment resulted in discipline or corrective action.

- e) Amount of time it took to resolve each complaint.

There were no complaints to resolve.

We were engaged by East Baton Rouge Juvenile Court 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 East Baton Rouge Juvenile Court 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.

S. A. Champagne & Co, LLP

Baton Rouge, Louisiana

June 27, 2022