

**SEVENTEENTH JUDICIAL
DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA
ANNUAL FINANCIAL REPORT
DECEMBER 31, 2023**

SEVENTEENTH JUDICIAL DISTRICT COURT ANNUAL FINANCIAL REPORT

TABLE OF CONTENTS

December 31, 2023

| | PAGE |
|--|-------------|
| MANAGEMENT'S DISCUSSION AND ANALYSIS | 1 |
| FINANCIAL SECTION | |
| <i>Independent Auditor's Report</i> | 8 |
| <i>Basic Financial Statements:</i> | |
| Government-Wide Financial Statements: | |
| Statement of Net Position | 11 |
| Statement of Activities | 12 |
| Fund Financial Statements: | |
| Balance Sheet – Governmental Funds | 13 |
| Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds | 14 |
| Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities | 15 |
| <i>Notes to Financial Statements</i> | 16 |
| REQUIRED SUPPLEMENTARY INFORMATION | |
| Budgetary Comparison Schedules– Major Governmental Funds | |
| General Fund | 36 |
| Drug Treatment Court | 37 |
| FINS Program Fund | 38 |
| Louisiana State Employees Retirement System (LASERS) | 39 |
| Schedule of the Proportionate share of the Net Pension Liability | |
| Schedule of Contributions | |
| Notes to Required Supplementary Information | |
| OTHER INFORMATION | |
| Schedule of Compensation, Benefits, and Other Payments to Agency Head or Other Chief Executive Officer | 40 |
| Justice System Funding Schedule – Receiving Entity | 41 |
| REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS | |
| 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 <i>Government Auditing Standards</i> | 42 |

SEVENTEENTH JUDICIAL DISTRICT COURT
Lafourche Parish
Thibodaux, Louisiana

As of and for the Year Ended December 31, 2023

JUDGES

Division A

Honorable Rebecca N. Robichaux

Division B

Honorable Jennifer F. Richard

Division C

Honorable Marla M. Abel

Division D

Honorable Christopher J. Boudreaux

Division E

Honorable F. Hugh (Buddy) Larose

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

This discussion and analysis of the Seventeenth Judicial District Court's (the Court) financial performance provides an overview of the financial activities as of and for the fiscal year ended December 31, 2023. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-Wide Financial Statements) provide information about the governmental activities as a whole and present a longer-term view of the finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds (Fund Financial Statements) tell how services were financed in the short term as well as what remains for future spending. Fund financial statements also report the operations in more detail than the government-wide statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplementary Information and Other Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Report.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities report information as a whole and about activities in a way that helps answer the question of "how well is the Court" operating? 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 net position and changes in them. You can think of net position—the difference between assets and liabilities—as one way to measure the financial health, or financial position. Over time, increases or decreases in net position are one indicator of whether its financial health is improving or deteriorating. The governmental activity is general government which is comprised of various programs that include operations of the District Court, Drug Treatment Court and Families in Need of Services – Juvenile Court.

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds—not as a whole. Some funds are required to be established by State laws. The Court uses only the governmental type of fund with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance programs. 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 reconciliation at the bottom of the fund financial statements.

The Court maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, Drug Treatment Court Fund and Families in Need of Services – Juvenile Court Program Fund (FINS). The Court adopts an annual appropriated budget for all three funds. A budgetary comparison statement has been provided for each fund to demonstrate compliance with this budget.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- As a result of this year's operations liabilities exceeded assets by \$2,121,852 (net position).
- Total net position is comprised of the following:
 - (1) Net Investment in capital assets of \$107,141 including the cost of office equipment and furniture, net of accumulated depreciation.
 - (2) Restricted net position for the Drug Treatment Court and FINS grant programs of \$256,045.
 - (3) Unrestricted net position of \$(2,485,038). The negative unrestricted net position is due to recording in the GWFS the Net Pension Liability and the related Deferred Outflows and Inflows of resources related to the Pension Liability.
- Total spending for all judicial activities was \$1,976,587 for the year, which was \$696,507 less than the program revenues (\$2,673,094) for these activities.

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

- The governmental funds reported total ending fund balance of \$412,151, of which \$65,344 was assigned for Families in Need of Services – Juvenile Court, \$190,701 was committed for Drug Court, and the remaining \$156,106 is unassigned. This compares to the prior year ending fund balance – of \$436,930, showing a decrease of \$24,779 during the current year which was due to operations.

FINANCIAL ANALYSIS AS A WHOLE (GWFS)

The Statement of Net Position and the Statement of Activities reports governmental activities. All judicial services are reported as this type. Operating grants and contributions and criminal and civil fees charged finance most of these activities.

The following table is a condensed Statement of Net Position of the governmental-type activities:

| | 2022 | 2023 | Increase (Decrease) |
|---------------------------------------|----------------------|----------------------|------------------------|
| Current and Other Assets | \$ 473,750 | \$ 418,463 | \$ (55,287) |
| Capital Assets | 133,949 | 107,141 | (26,808) |
| Total Assets | 607,699 | 696,399 | (82,095) |
| Deferred Outflows of Resources | 244,154 | 287,624 | 43,470 |
| Current Liabilities | 36,790 | 6,312 | (30,478) |
| Non-current liabilities | 3,371,647 | 2,928,768 | (442,879) |
| Total Liabilities | 3,408,437 | 2,460,745 | (473,357) |
| Deferred Inflows of Resources | 265,844 | - | (265,844) |
| Net Investment in Capital Assets | 133,949 | 107,141 | (26,808) |
| Restricted | 269,478 | 256,045 | (13,433) |
| Unrestricted | (3,225,885) | (2,485,038) | 740,847 |
| Total Net Position | \$(2,822,458) | \$(2,121,852) | \$ 700,606 |

The Current Net Position increased by \$700,606 or 33% as a result of this year's operations, which indicates that the overall financial position declined during the year.

Cash decreased by 13% due to operations. Capital assets and the net investment in capital assets decreased due to the depreciation recorded. Deferred outflows, long term liabilities, and deferred outflows increased or decreased due to the changes in the pension liability components.

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

Unrestricted net position—the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—increased this year by \$740,847.

The following table is a condensed Statement of Activities of the governmental-type activities:

| | 2022 | 2023 | Increase (Decrease) |
|------------------------------------|-----------------------|-----------------------|------------------------|
| Charges for Services | \$ 283,086 | \$ 288,215 | \$ 5,129 |
| Operating Grants and Contributions | 2,198,030 | 2,384,879 | 186,849 |
| Total program revenues | 2,481,116 | 2,673,094 | 191,978 |
| Program expenses | (3,234,913) | (1,976,587) | 1,258,326 |
| Net program income (loss) | (753,797) | 696,507 | 1,450,304 |
| General revenues | 2,540 | 4,099 | 1,559 |
| Change in Net Position | (751,257) | 700,606 | 1,451,863 |
| Net Position: | | | |
| Beginning of the year | (2,071,201) | (2,822,458) | (751,257) |
| End of the year | <u>\$ (2,822,458)</u> | <u>\$ (2,121,852)</u> | <u>\$ 700,606</u> |

Total revenues for the year in governmental activities were \$2,673,094 (\$2,673,094 in program revenues and \$1,099 in general revenues - interest). The total cost of all judicial programs and services was \$1,976,587 a decrease of \$1,258,326 due to the decrease in the pension liability.

FINANCIAL ANALYSIS OF INDIVIDUAL FUNDS (FFS)

The Court uses funds to help it control and manage money for particular purposes. Looking at individual funds helps you consider whether the Court is being accountable for the resources provided to it but may also give you more insight into the overall financial health.

Following is some of the changes in major funds:

Most of the General Fund's revenue (\$1,615,288 or 89%) is on-behalf payments for salaries and benefits from the State of Louisiana and the Parish of Lafourche. The major expenditures in the general fund were for salaries and benefits (\$1,705,937), including the on-behalf payments, supplies and materials (\$14,636), other services and charges

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

(\$82,464), and equipment repair and maintenance (\$80,606 and capital outlay (\$1,937). The beginning fund balance of \$167,452 decreased by \$(24,374) to end the year with fund balance of \$156,106.

The major funding for the Drug Treatment Court Fund (\$582,636) was from the State of Louisiana Supreme Court Drug Specialty Court Office in the form of 2 grants – one for the Adult Drug Court Program Reimbursement and TANF and the other for the newly created Family Preservation Court Program and in-kind matches (\$105,301). The Drug Court also collects fees from clients as deemed by the courts (\$101,397). The major expenditures of \$410,378 for administrative personnel services, \$121,837 in lab supplies, \$61,424 for other services and charges for the drug court program, and \$94,122 for the Family Preservation Court program. The beginning fund balance of \$179,760 at the beginning of the year increased by \$10,941 to end the year with a fund balance of \$190,701.

Another major fund was the Families in Need of Service – Juvenile (FINS) Program. Approximately 46% of the revenues (\$37,404) was from the State of Louisiana in the form of a grant and the other 54% (\$44,250) is in the form of intergovernmental revenues from various local entities such as the Lafourche Parish School Board, the City Court of Thibodaux and the Criminal Court Fund of Lafourche Parish Government. The major expenditures of \$86,970 for salaries and \$13,440 for rent & utilities and other services were all in connection with the FINS program. The beginning fund balance of \$89,718 decreased by \$24,374 to end the year with a fund balance of \$65,344.

CAPITAL ASSETS

The summary of capital assets is as follows:

| | 2023 | 2022 |
|---------------------------|------------|------------|
| Buildings and renovations | \$ 171,861 | \$ 171,861 |
| Intangibles | 94,596 | 94,596 |
| Equipment | 418,377 | 456,286 |
| Total Cost | 684,834 | 722,743 |
| Accumulated Depreciation | 577,693 | 588,794 |
| Net Capital Assets | \$ 107,141 | \$ 133,949 |
| | | |
| Depreciation Expense | \$ 28,745 | \$ 28,637 |

This year there was \$1,937 assets added and \$39,846 assets disposed of. More detailed information about the capital assets is presented in Note 4 to the financial statements.

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

LONG TERM LIABILITIES

Long term liabilities consist of accumulated unpaid vacation and net pension liability. The following is a summary of the changes in long-term liabilities:

| | Compensated Absences | Net Pension Liability |
|-----------------------|-------------------------|--------------------------|
| Beginning of the year | \$71,139 | \$3,300,508 |
| Increases | 51,812 | - |
| Decreases | (57,340) | (437,351) |
| End of Year | \$65,611 | \$2,863,157 |

More detailed information about the capital assets is presented in Note 5 and 6 to the financial statements.

BUDGETS

The general fund budget was not amended during the year. All variance were in compliance with the Local Budget Act.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Among the assumptions reflected in compiling the 2024 budget were:

1. The major source of revenue is a "user's fee" assessed on civil and criminal cases. The Court also shares revenues from bail bond forfeitures and a fee on bail bond premiums collected by the Commissioner of Insurance and distributed to local government units in the parishes where the bonds were written.
2. The Lafourche Family Preservation Court was established and has been able to generate additional funding and expenditures for the Drug Court Revenue Fund.
3. The Court does not anticipate any change in funding received from the Louisiana Supreme Court for FINS.
4. Spending is expected to exceed income for 2024. The Fund reserve is not as healthy as it has been in the past.

SEVENTEENTH JUDICIAL DISTRICT COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2023

Highlights of next year's adopted budget for the general fund include:

| | |
|------------------------|-------------------------|
| Beginning Fund Balance | \$ 78,902 |
| Projected Revenue | 211,500 |
| Projected Expenditures | <u>(211,500)</u> |
| Ending Fund Balance | <u><u>\$ 78,552</u></u> |

CONTACTING FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the finances and to show accountability for the money it received. If you have questions about this report or need additional financial information, contact:

Honorable Judge Hugh (Buddy) Larose, Chief Judge,
201 Green St. 1st Floor
Thibodaux, LA 70301
Phone: 985-447-3780



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

To the Judges of the Seventeenth Judicial District Court
Lafourche Parish,
Houma, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Seventeenth Judicial District Court (the Court), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

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

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the 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's 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 statement that are free of 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 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 a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, 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 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 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 and the Required Supplementary Information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.



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 sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Schedule of Compensation of Payments to the Agency Heads and the Justice System Funding Schedule but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2024, on our consideration of the 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 testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the internal control over financial reporting and compliance.

Stagni & Company

May 30, 2024
Thibodaux, Louisiana



STAGNI & COMPANY, LLC

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA**

Statement of Net Position - Governmental Activities
December 31, 2023

ASSETS

| | | |
|-------------------------------------|----|---------|
| Cash and cash equivalents | \$ | 357,377 |
| Due from other governments | | 52,384 |
| Prepaid Assets | | 8,702 |
| Capital Assets, net of depreciation | | 107,141 |
| TOTAL ASSETS | | 525,604 |

DEFERRED OUTFLOWS OF RESOURCES

287,624

LIABILITIES

Current Liabilities

| | | |
|---------------------------------------|--|-------|
| Accounts payable and accrued expenses | | - |
| Due to other governments | | 6,312 |
| Current liabilities | | 6,312 |

Non-Current Liabilities

| | | |
|-------------------------|--|-----------|
| Compensated absences | | 65,611 |
| Net Pension liability | | 2,863,157 |
| Non-Current Liabilities | | 2,928,768 |
| TOTAL LIABILITIES | | 2,935,080 |

DEFERRED INFLOWS OF RESOURCES

-

NET POSITION

| | | |
|--------------------------------|--|----------------|
| Net invested in capital assets | | 107,141 |
| Restricted for: | | |
| Federal programs | | 256,045 |
| Unrestricted | | (2,485,038) |
| TOTAL NET POSITION | | \$ (2,121,852) |

See Notes to Financial Statements.

SEVENTEENTH JUDICIAL DISTRICT COURT

LAFOURCHE PARISH, LOUISIANA

Statement of Activities - Governmental Activities

For the Year Ended December 31, 2023

| FUNCTIONS/PROGRAMS | <u>Expenses</u> | <u>Charges for services</u> | <u>Operating Grants & Contributions</u> | <u>Capital Grants & Contributions</u> | <u>Net (Expense) Revenue</u> |
|-------------------------------|------------------|-----------------------------|---|---|------------------------------|
| Judicial activities: | \$ 1,976,587 | \$ 288,215 | \$ 2,384,879 | \$ - | \$ 696,507 |
| Total governmental activities | <u>1,976,587</u> | <u>288,215</u> | <u>2,384,879</u> | <u>-</u> | <u>696,507</u> |
| GENERAL REVENUES | | | | | |
| | | | | | 4,099 |
| | | | | | <u>4,099</u> |
| | | | | | 700,606 |
| NET POSITION: | | | | | |
| | | | | | <u>(2,822,458)</u> |
| | | | | | <u><u>\$ (2,121,852)</u></u> |

See notes to financial statements.

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA**

Balance Sheet - Governmental Funds
December 31, 2023

| | General Fund | Drug Treatment Court | FINS Program Fund | Total Governmental Funds |
|--|-------------------|----------------------------|-------------------------|--------------------------------|
| ASSETS | | | | |
| Cash and cash equivalents | \$ 134,128 | \$ 153,713 | \$ 69,536 | \$ 357,377 |
| Due from other governmental units | 14,396 | 36,988 | 1,000 | 52,384 |
| Prepaid Assets | 7,582 | - | 1,120 | 8,702 |
| Total Assets | \$ 156,106 | \$ 190,701 | \$ 71,656 | \$ 418,463 |
| LIABILITIES AND FUND BALANCES | | | | |
| Liabilities: | | | | |
| Accounts payable & accrued liabilities | \$ - | \$ - | \$ - | \$ - |
| Due to other governmental units | - | - | 6,312 | 6,312 |
| Total liabilities | - | - | 6,312 | 6,312 |
| Fund Balances: | | | | |
| Committed for Drug Court | - | 190,701 | - | 190,701 |
| Assigned for: | | | | |
| FINS | - | - | 65,344 | 65,344 |
| Unassigned | 156,106 | - | - | 156,106 |
| Total Fund Balances | 156,106 | 190,701 | 65,344 | 412,151 |
| TOTAL LIABILITIES AND FUND BALANCES | \$ 156,106 | \$ 190,701 | \$ 71,656 | |

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 funds - net book value: | | 107,141 |
| Long term liabilities are not due and payable in the current period and therefore not reported in governmental funds: | | |
| Compensated absences | | (65,611) |
| Net Pension liability | | (2,863,157) |
| Deferred outflows and inflows of resources related to pensions are applicable to future periods and therefore, are not reported in the funds: | | |
| Deferred outflows - contributions | 209,277 | |
| Deferred outflows - others | 78,347 | |
| Deferred inflows - proportionate share | - | 287,624 |
| Net assets of governmental activities | | \$ (2,121,852) |

See notes to financial statements.

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA**

Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds
For the Year Ended December 31, 2023

| | General Fund | Drug Treatment Court | FINS Program Fund | Total Governmental Funds |
|---|-------------------|----------------------------|-------------------------|--------------------------------|
| REVENUES | | | | |
| Intergovernmental: | | | | |
| State of Louisiana: | | | | |
| Supreme Court | \$ - | \$ 582,636 | \$ 37,404 | \$ 620,040 |
| On-behalf payments received | 1,615,288 | 105,301 | - | 1,720,589 |
| Other local governments | - | - | 44,250 | 44,250 |
| Fines & Court Costs | 131,521 | - | - | 131,521 |
| Bond Premiums | 55,297 | - | - | 55,297 |
| Charges for services | - | 101,397 | - | 101,397 |
| Interest | 4,099 | - | - | 4,099 |
| TOTAL REVENUES | <u>1,806,205</u> | <u>789,334</u> | <u>81,654</u> | <u>2,677,193</u> |
| EXPENDITURES | | | | |
| Current - General government - Judicial | | | | |
| Personnel Services: | | | | |
| Salaries and related benefits | 90,649 | 410,378 | 86,970 | 587,997 |
| On-behalf payments | 1,615,288 | - | - | 1,615,288 |
| Supplies and materials: | | | | |
| Supplies | 9,774 | 5,669 | 640 | 16,083 |
| Lab testing and supplies | - | 121,837 | - | 121,837 |
| Books, dues, and subscriptions | 4,862 | - | - | 4,862 |
| Other services and charges: | | | | |
| Shredding & website | 288 | - | - | 288 |
| Postage | 1,115 | - | 120 | 1,235 |
| Travel | 856 | - | - | 856 |
| Professional fees | 16,760 | 61,424 | - | 78,184 |
| Insurance | 13,029 | - | - | 13,029 |
| Seminars and training | 1,790 | 1,775 | 646 | 4,211 |
| Rent-Storage & Equipment | 10,780 | 31,402 | 14,559 | 56,741 |
| Telephone & Utilities | 13,501 | 14,245 | 2,711 | 30,457 |
| Contract labor-Security | 21,035 | 22,647 | - | 43,682 |
| Miscellaneous | 2,397 | 12,395 | 382 | 15,174 |
| Court cost | (657) | - | - | (657) |
| Maintenance and repair: | | | | |
| Equipment | 14,147 | 2,499 | - | 16,646 |
| Family Preservation Court | - | 94,122 | - | 94,122 |
| Total current expenditures | <u>1,815,614</u> | <u>778,393</u> | <u>106,028</u> | <u>2,700,035</u> |
| Capital outlay | 1,937 | - | - | 1,937 |
| TOTAL EXPENDITURES | <u>1,817,551</u> | <u>778,393</u> | <u>106,028</u> | <u>2,701,972</u> |
| Net Changes in Fund Balances | (11,346) | 10,941 | (24,374) | (24,779) |
| FUND BALANCES | | | | |
| Beginning | 167,452 | 179,760 | 89,718 | 436,930 |
| Ending | <u>\$ 156,106</u> | <u>\$ 190,701</u> | <u>\$ 65,344</u> | <u>\$ 412,151</u> |

See notes to financial statements.

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA**

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2023

Net change in fund balances - total governmental funds (fund financial statements) \$ (24,779)

Amounts reported for *governmental activities* in the statement of activities
(government-wide financial statements) are different because:

Governmental funds report capital outlays as expenditures in the individual fund.
Governmental activities report depreciation expense to allocate the cost of those
capital assets over the estimated useful lives of the asset.

| | | |
|-------------------------|-----------------|----------|
| Capital asset purchases | \$ 1,937 | |
| Depreciation expense | <u>(28,745)</u> | (26,808) |

Some expenditures reported in the statement of activities do not require the use of
current financial resources and, therefore, are not recorded as expenditures in
governmental funds

| | |
|---|-------|
| (Increase) Decrease in compensated absences | 5,528 |
|---|-------|

Governmental funds report district pension contributions as expenditures.
However, in the Statement of Activities, the cost of pension benefits earned net of
employee contributions are reported as pension expense

| | | |
|---|------------------|---------|
| Deduct Employer Pension Expense | (431,040) | |
| Cost of benefits earned net of employee contributions | <u>1,177,705</u> | 746,665 |

| | | |
|---|--|--------------------------|
| Change in net assets of governmental activities | | <u><u>\$ 700,606</u></u> |
|---|--|--------------------------|

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Introduction

The Seventeenth Judicial District Court (the Court) is a level of the judicial branch of government and is charged with trying all cases that involve the government and with the administration of justice within its jurisdiction, which encompasses all of Lafourche Parish. The Seventeenth Judicial District is comprised of five (5) independently elected judges with 6 year-terms.

Note 1 *Summary of Significant Accounting Policies*

A. *Basis of Presentation*

The accompanying basic financial statements have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The financial statements consist of the government-wide statements (GWFS) on all activities and the governmental fund financial statements (FFS) that report on individual major funds.

B. *Reporting Entity*

These financial statements present the primary government as defined by GASBS No. 14; component units are legally separate entities that are included in the reporting entity because of the significance of their operating or financial relationships. GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Seventeenth Judicial District is a part of the district court system of the State of Louisiana. The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity.

Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of will
- Fiscally dependent

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 1 Summary of Significant Accounting Policies (Continued)

B. Reporting Entity (continued)

Since, the Judges are independently elected officials, and the district is legally separate and fiscally independent, they are considered a separate governmental reporting entity.

There are unrecorded financial transactions between the Court and the Lafourche Parish Council. The Council provides office space, courtrooms and utilities. These transactions are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability. These financial statements include all funds and activities that are within the oversight responsibility.

C. Fund Accounting

The accounting system is organized and operated on a fund basis whereby a separate self-balancing set of accounts is maintained for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The various funds in the financial statements in this report are grouped into two broad categories as follows:

Governmental Fund Types

Governmental funds account for all or most of the general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations. The following are the major governmental funds:

The General Fund – The general fund is the general operating fund. It is used to account for all financial resources except those that are required to be accounted for in another fund. The General Fund is always a major fund.

Drug Treatment Court Fund – This fund accounts for the operations of the Lafourche Parish Drug Treatment Court. Financing is provided by the Louisiana Supreme Court, including TANF grant funding, client fees and other grants.

FINS Program Fund – accounts for the operations of the Families in Need of Services – Juvenile Court. Financing is provided by various governmental agencies.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 1 Summary of Significant Accounting Policies (Continued)

D. Measurement Focus / Basis of Accounting

Government-Wide Financial Statements (GWFS)

The government-wide financial statements display information as a whole. These statements include all the financial activities. The GWFS include statement of net position and the statement of activities. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Governmental activities generally are financed through fees, charges for services, intergovernmental revenues and other non-exchange revenues.

Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements (FFS)

The amounts reflected in fund financial statements, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of operations.

The amounts reflected in the FFS, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available).

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 1 Summary of Significant Accounting Policies (Continued)

D. Measurement Focus / Basis of Accounting (continued)

Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The court considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues – Court fines and fees, and interest are recorded when earned and measurable.

Expenditures – The major expenditures are recorded when earned and payable or when incurred. Allocation of cost such as depreciation is not recognized in the governmental funds.

E. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Court may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

F. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$1,000 or more are capitalized at historical cost or estimated if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of the asset are capitalized. Other costs incurred for repairs and maintenance is expensed as incurred.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 1 Summary of Significant Accounting Policies (Continued)

Capital assets are recorded in the GWFS. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

| <u>Description</u> | <u>Estimated Lives</u> |
|-------------------------|----------------------------|
| Buildings renovations | 15-40 years |
| Furniture and equipment | 5-10 years |

H. Accumulated Vacation and Sick Leave

Employees earn and accumulate annual and sick leave at various rates, depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon retirement or termination, employees are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. However, unused sick leave is not paid upon retirement or termination.

In the GWFS, the net change in accumulated annual leave liability is recorded as an expense and the total accumulated compensated absence is recorded as a long-term obligation. In accordance with GASB No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*, (issued in March 2000), the compensated absences liability of \$71,139 is recorded in the GWFS.

I. Operating Budgetary Data

As required by Louisiana Revised Statute 39:1303, the Judges adopted a budget for the General Fund and both Special Revenue Funds. The public hearings and advertisements were conducted. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by Judges.

The budgets are prepared on a modified accrual basis of accounting. The budget presented in the Budget Comparison Schedules show the original and final amended budgets for the year. The Court did not amend the budgets during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

A budget for the Drug Court Grant is submitted to the respective grantor for approval. Funding is from various federal, state and local governmental agencies and other local agencies.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 1 Summary of Significant Accounting Policies (Continued)

J. Interfund Transactions

Permanent reallocation of resources between funds is classified as interfund transfers. For the purpose of the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated.

K. Fund Equity

Government-wide Financial Statements

Equity is classified as net position and displayed in the three components:

- a. Net investment in capital assets – Consists of capital assets, net of accumulated depreciation.
- b. Restricted – consists of net position with constraints placed on use either by (1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; or (2) imposed by law through constitutional provisions or enabling legislation.
- c. Unrestricted – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Court’s policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

- Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.
- The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action.
- The assigned fund balance classification is intended to be used for specific purposes but do not meet the criteria to be classified as restricted or committed.
- The assigned portion of the general fund equity is for subsequent years’ expenditures which are amounts in the next year’s budget that represents deficiencies of revenues over expenditures.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Note 1 Summary of Significant Accounting Policies (Continued)

The Court applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

L. Estimates

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

M. Pensions

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 Louisiana State Employees Retirement System (LASERS) - the Plan, and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are 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 are reported at fair value.

N. Deferred Outflows/Inflows of Resources

The statement of financial position will often report a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources until that time.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 2 Deposits

State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits.

Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision. Demand (deposits, interest bearing demand deposits and certificates of deposit) are recorded at cost, which approximates fair value.

The balances of deposits at year end are as follows:

| | Reported Balances | Bank Balances |
|------|----------------------|------------------|
| Cash | \$357,377 | \$431,467 |

The difference between the bank balance and the carrying amount represents outstanding checks and deposits in transit.

Custodial credit risk is the risk that in an event of a bank failure, deposits may not be returned. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposits insurance or the pledge of securities owned by the fiscal agent bank. The Court has a written policy for custodial credit risk. Of the total bank balance, \$110,689 was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Court's name.

The market values of the pledged securities plus the federal deposit insurance (FDIC) must equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At year-end deposits in excess of the FDIC insurance were adequately collateralized by securities held by unaffiliated banks for the accounts of the Court.

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 40, R.S. 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 entity that the fiscal agent has failed to pay deposited funds upon demand.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 3 Due from Other Governmental Units

Amounts due from other governmental units consisted of the following:

| | General Fund | Drug Court | FINS | Totals |
|---------------------------|---------------------|-------------------|--------------|-----------------|
| LA Supreme Court | | \$36,988 | | \$36,988 |
| Lafourche Parish: | | | | |
| Lafourche Par Clerk of Ct | \$1,525 | | | 1,525 |
| Lafourche Par Sheriff | 12,871 | | | 12,871 |
| Lafourche Par Council | | | 1,000 | 1,000 |
| TOTALS | \$14,396 | \$36,988 | 1,000 | \$52,384 |

Note 4 Capital Assets

Capital assets and depreciation activity is as follows:

| | Beginning Balance | Additions | Deletions/ Adjustments | Ending Balance |
|---------------------------------------|-------------------|-----------------|---------------------------|------------------|
| Capital assets being depreciated: | | | | |
| Building renovations | \$171,861 | \$ - | - | \$171,861 |
| Intangibles | 94,596 | - | - | 94,596 |
| Equipment | 456,286 | 1,937 | (39,846) | 418,377 |
| Total Cost | \$722,743 | 1,937 | - | \$684,834 |
| Less accumulated depreciation for: | | | | |
| Building renovations | \$88,269 | \$ 4,452 | - | \$92,721 |
| Intangibles | 94,397 | 80 | - | 94,477 |
| Equipment | 406,128 | 24,213 | (39,846) | 390,495 |
| Total accumulated depreciation | \$588,794 | \$28,745 | | \$577,693 |
| Total capital assets, net | \$133,949 | | | \$107,141 |

Depreciation expense for the year recorded for governmental activities was \$28,745.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 5 Long-Term Obligations

Long term obligations consist of accumulated unpaid vacation and net pension liability. The following is a summary of the changes in long-term obligations:

| | Compensated Absences | Net Pension Liability |
|-----------------------|-------------------------|--------------------------|
| Beginning of the year | \$71,139 | \$3,300,508 |
| Increases | 51,812 | - |
| Decreases | (57,340) | (437,351) |
| End of Year | \$66,611 | \$2,863,157 |

Note 6 Pension Plans

The judges are members of the Louisiana State Employees' Retirement System (LASERS), a cost sharing, and multiple-employer defined benefit pension plan administered by a separate board of trustees. LASERS membership includes rank & file state employees and special plans for: judges, certain legislative officials and statewide elected officials, correctional officers in the Department of Safety and Corrections, bridge police for the Crescent City Connection, enforcement agents with the Department of Wildlife and Fisheries, Alcohol and Tobacco Control officers, and peace officers. The judges are paid by the Louisiana State Supreme Court and their contributions to LASERS are made by the Supreme Court. The proportionate share of the Net Pension Liability for the Judge's is included in the Judicial Branch of Louisiana on LASERS Employer Pension Report and is not reported on the Court's financial statements.

Employees who work for the Court are paid by the Lafourche Parish Council and are also members of the Louisiana State Employees Retirement System (LASERS). The contributions to LASERS is made by the Parish for the payroll generated by the parish for the Court employees (court employee, drug court, and FINS employees). The Court employees are all paid by the Parish; however, the majority of the salaries and benefits paid by the parish for the court employees is reimbursed by the 17th Judicial Court except what the Judges have budgeted in their Parish General Funds. The Judges determine the sources and amounts of income for their employees. The salaries and related contributions paid by the Parish are included in the Court's financial statement as on-behalf payments; therefore, the related net pension liability, deferred inflows and outflows related to the net pension liability for the LASERS contributions paid by the Parish are reported on the Court's financial statements.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

GASB Statement No. 68 *Accounting and Financial Reporting for Pensions* requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. The Statement also enhances accountability and transparency through revised and new note disclosures and RSI. In the past as long as the government paid its Annual Required Contribution, there would be no recorded liability.

Louisiana State Employees' State System

Plan Description – The Court, through on-behalf payments by the Parish, contribute to the Louisiana State Employees' State System (the System), a cost-sharing multiple-employer defined benefit pension plan established by Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) to provide retirement allowances and other benefits to eligible state officers, employees and their beneficiaries, which is controlled and administered by a separate Board of Trustees. The System provides retirement, deferred and disability benefits, survivor's benefits and permanent benefit increases and cost of living adjustments to plan members and beneficiaries.

The System is governed by Louisiana Revised Statutes 11:401, specifically, and other general laws of the State of Louisiana. The System issued a publicly available financial report that can be obtained at www.lasersonline.org.

Benefits Provided - LASERS membership has specific membership requirements established by legislation, with LASERS established for state officers, employees, and their beneficiaries which include judges. The age and years of creditable service required in order for a member to retire with full benefits are established by state statute, and vary depending on the member's hire date, employer, and job classification. The majority of our rank and file member may either retire with full benefits:

- 30 years of creditable service at any age, or
- 5-10 years of creditable service depending on their plan who has attained age 60, or
- 20 years of creditable service at any age with an actuarially reduced benefit.

The basic annual retirement benefit for members is equal to 2.5 to 3.5 of average compensation multiplied by the number of creditable years of service. Average compensation is defined as the member's average annual earned compensation for the highest consecutive months of employment for members employed prior to July 1, 2006.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

For members hired after July 1, 2006 or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement.

Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of year of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement throughout their life, with certain benefits being paid to their designated beneficiary after their death.

Act 992 of the 2010 Louisiana Legislative Session, changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire:

- 5 years of creditable service at age 60, or
- 20 years of creditable service at any age with an actuarially reduced benefit.

Hazardous duty members are eligible to retire with 12 years of creditable service at age 55, 23 years of creditable service at any age or with reduced benefits after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate, and judges a 3.5% accrual rate.

A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does to withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classification but generally is ten years of service.

Deferred Retirement Option Program (DROP) – The State Legislature authorized LASERS to established a deferred retirement option plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third party provider.

Initial Benefit Option Plan – Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. Members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of ½% less than the System’s realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

Disability Benefits - All members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age. Upon reaching 60, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees. For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation.

Survivor Benefits – Certain eligible surviving dependents receive benefits based on the deceased member’s compensation and their relationship to the deceased. The deceased member who was in state service at the time of death must have minimum of five years of service credit, at least two of which were earned immediately prior to death, or who had a minimum of 20 years of service credit regardless of when earned in order for a benefit to be paid to a minor or handicapped child.

Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

Permanent Benefit Increases/Cost of Living Adjustments – As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost of living adjustments (COLAs) that are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

Contributions – The employer contribution rate is established annually under LA RS 11:101-11:104 by the Public Retirement Systems’ Actuarial Committee (PRSAC), taking into consideration the recommendation of the System’s Actuary. Each plan pays a separate actuarially determined employer contribution rate.

The current rate was 40.49% of covered payroll from July 1, 2022 to December 31, 2022 and June 30, 2022. The contribution requirements of plan members 41.38% from January 1, 2023 to June 30, 2023 and employers are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. Employer contributions for the year ended December 31, 2023 to the pension plan totaled \$396,632.

Pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources:

As of June 30, 2023 (the measurement date), the Court reported a total of \$2,863,157 for its proportionate shares of the net pension liability, reported as governmental activities.

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The proportion of the net pension liability was based on a projection of the long-term contributions to the plans relative to the projected contributions of all participating employers, actuarially determined. The proportions of the plan was as follows:

| <u>Plan</u> | <u>Proportionate share</u> | |
|-------------|----------------------------|----------------|
| | <u>6/30/22</u> | <u>6/30/23</u> |
| LASERS | 0.043660% | 0.042780% |

For the year ended June 30, 2023, the Court recognized \$431,040 as its proportionate share of pension expense for the LASERS plan, and in addition, reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

| | Deferred Outflows | Deferred Inflows |
|---|----------------------|---------------------|
| Experience Gain/Loss | \$ 16,979 | \$ - |
| Net Difference Between Projected and Actual Investment Gain/Loss | 16,368 | - |
| Change in Assumptions | - | - |
| Subtotal | 78,347 | - |
| Employer Contributions-7/1/22-12/31/22 | 209,277 | - |
| | \$ 287,624 | \$ - |

The deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date (June 30, 2023) will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| Year ended June 30: | |
|---------------------|-----------|
| 2024 | \$78,262 |
| 2025 | (103,399) |
| 2026 | 141,019 |
| 2027 | (37,536) |
| Total | \$78,346 |

Actuarial assumptions:

The total pension liabilities in the June 30, 2023 actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurements:

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements
For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

| <u>Plan</u> | <u>LASERS</u> |
|---|--------------------------------------|
| Inflation | 2.30% |
| Discount rate used To measure pension liability | 7.25% |
| Salary increases | Vary from 2.6% to 5.1% for Judges |
| Investment rate of return | 7.25% |
| Actuarial cost method | Entry age normal |
| Expected remaining service lives | 2 years |
| Cost of Living Adjustment | none |

For LASERS, the long-term expected rate of return on the pension plan investments was determined using a building block method in which best estimates ranges of expected future real rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.30% and an adjustment for the effect of rebalancing/diversification. The resulting forecasted long-term rate of return is 8.19% for the years ending June 30, 2023.

The best estimates of real rates of return for each major asset class included in the pension plans' target asset allocation, as of June 30, 2023, are summarized in the following table:

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

| Asset Class | Long-Term Expected Real Rate of Return |
|----------------------------|--|
| Cash | 0.80% |
| Domestic Equity | 4.45% |
| International Equity | 5.44% |
| Domestic Fixed Income | 2.04% |
| International Fixed Income | 5.33% |
| Alternative Investments | 8.19% |
| Total Fund | 5.75% |

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that the contributions from plan members will be made at current contribution rates and that contributions from the participating employers will be made at the actuarially determined rates approved by the Public Retirement Systems' Actuarial Committee taking into consideration the recommendation of the System's actuary. Based on these assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the investment rate of return on plan investments was applied as the discount rate to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the proportionate share of the net pension liabilities to changes in the discount rate:

The following presents the proportionate shares of the net pension liabilities of the plans, calculated using the discount rates as shown above, as well as what the proportionate shares of the net pension liabilities would be if they were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate of 7.25%:

| Plan | 1% Decrease | Current Discount Rate | 1% Increase |
|--------|----------------|--------------------------|----------------|
| LASERS | \$3,749,067 | \$2,863,157 | \$2,112,603 |

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 6 Pension Plans, (Continued)

Pension plan fiduciary net position:

Detailed information about the Plans' fiduciary net position is available in the separate issued financial statements of the Plans.

Payables to the pension plans:

At year end there was no amounts due to the pension plans for employer and employee required contributions.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the Louisiana State Employees' Retirement System, P.O. Box 44213, Baton Rouge, LA 70804-4213, 225-922-0600.

Note 7 Risk Management

The Court is exposed to various risks of loss related to tort; theft of, damage to, or destruction of assets; errors and omissions; and injuries to the public; and natural disasters. To protect against these risks, the Court has purchased commercial or other insurance for the losses to which it is exposed. No settlements were made during the year that exceeded insurance coverage.

Note 8 On-Behalf Payment and In-Kind Payments

GASB Statement 24 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance requires that on-behalf payments for salaries and fringe benefits be recognized as revenue and expenditures in the employer government's financial statements. On-behalf payments for salaries and fringe benefits are direct payments made by one entity (the paying entity or paying government) to a third-party recipient for the employee of another, legally separate entity (the employer entity or employer government).

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 8 On-Behalf Payment and In-Kind Payments (continued)

The amount recognized as intergovernmental revenue and personal services expenditures as on-behalf payments amount to \$1,615,288. Included in the on-behalf payments are contributions to pension plans. Employees belong to the Louisiana State Employees' Retirement System Pension Plan and the Lafourche Parish Council contributes to this pension plan on behalf of the Court. The Judges belong to the Louisiana State Employees' Retirement System Pension Plan and the State of Louisiana contributes to this pension plan on behalf of the Court.

The on-behalf payments received and paid by the State of Louisiana and Lafourche Parish Council are not budgeted or reflected in the Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual –General Fund in this report. The net effect of reflecting the receipt and payment of salaries and benefits on-behalf is zero.

A reconciliation of total revenues and expenditures for the General Fund follows:

| | Total Revenue | Total Expenditures |
|---|---------------|--------------------|
| Statement of Revenues, Expenditures, and Changes in Fund Balances | \$1,806,205 | \$1,817,551 |
| Less On-Behalf Payments | 1,615,288 | 1,615,288 |
| Budget Comparison Schedule-General Fund | \$190,917 | \$202,263 |

Certain expenditures of the Lafourche Parish Drug Treatment Court are paid for by the Lafourche Parish Government are recorded at year-end in the Drug Court fund such as rent, utilities, bailiff and deputy fees, probation officer and professional fees for the Judge, Indigent defender, assistant district attorney. These revenues and expenditures are not budgeted by the Court. The net effect of reflecting the receipt and payment of salaries and benefits on-behalf is zero.

SEVENTEENTH JUDICIAL DISTRICT COURT
Notes to Financial Statements

For the Year Ended December 31, 2023

Note 8 On-Behalf Payment and In-Kind Payments (continued)

A reconciliation of total revenues and expenditures for the Drug Court Fund follows:

| | Total Revenue | Total Expenditures |
|---|---------------|--------------------|
| Statement of Revenues, Expenditures, and Changes in Fund Balances | \$789,334 | \$778,393 |
| Less In Kind Payments | 105,301 | 105,301 |
| Budget Comparison Schedule-Drug Court | \$684,033 | \$673,092 |

SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA

Budget Comparison Schedule - General Fund
For the Year Ended December 31, 2023

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Positive (Negative) |
|---|------------------|----------------|-------------------|---|
| | Original | Final | | |
| REVENUES | | | | |
| Grant - Supreme Court Technology | \$ 30,000 | \$ 30,000 | \$ - | \$ (30,000) |
| Fines & Court Costs | 60,000 | 60,000 | 131,521 | 71,521 |
| Bond Premiums | 100,000 | 100,000 | 55,297 | (44,703) |
| Interest/Miscellaneous | 650 | 650 | 4,099 | 3,449 |
| TOTAL REVENUES | 190,650 | 190,650 | 190,917 | 267 |
| EXPENDITURES | | | | |
| Current - General government - Judicial | | | | |
| Personnel Services | | | | |
| Salaries and related benefits | 125,000 | 125,000 | 90,649 | 34,351 |
| Supplies and materials | | | | |
| Supplies | 10,000 | 10,000 | 9,774 | 226 |
| Books, dues, and subscriptions | 5,700 | 5,700 | 4,862 | 838 |
| Other services and charges | | | | |
| Shredding & website | 200 | 200 | 288 | (88) |
| Postage | 500 | 500 | 1,115 | (615) |
| Travel | 2,000 | 2,000 | 856 | 1,144 |
| Professional fees | 12,000 | 12,000 | 16,760 | (4,760) |
| Insurance | 15,000 | 15,000 | 11,398 | 3,602 |
| Insurance paid for FINS | 1,200 | 1,200 | 1,631 | (431) |
| Seminars and training | 5,000 | 5,000 | 1,790 | 3,210 |
| Laundry and uniforms | 100 | 100 | - | 100 |
| Rent | 13,000 | 13,000 | 10,780 | 2,220 |
| Telephone & Utilities | 15,000 | 15,000 | 13,501 | 1,499 |
| Security service | 20,000 | 20,000 | 21,035 | (1,035) |
| Miscellaneous | 7,500 | 7,500 | 2,397 | 5,103 |
| Court cost | 2,000 | 2,000 | (657) | 2,657 |
| Maintenance and repair | | | | |
| Equipment | 45,000 | 45,000 | 14,147 | 30,853 |
| Total current expenditures | 279,200 | 279,200 | 200,326 | 78,874 |
| Capital outlay | - | - | 1,937 | (1,937) |
| TOTAL EXPENDITURES | 279,200 | 279,200 | 202,263 | 76,937 |
| Net Changes in fund Balances | (88,550) | (88,550) | (11,346) | (76,670) |
| FUND BALANCES | | | | |
| Beginning | 167,452 | 167,452 | 167,452 | - |
| Ending | \$ 78,902 | \$ 78,902 | \$ 156,106 | \$ 77,204 |

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA**

Budget Comparison Schedule - Drug Treatment Court
For the Year Ended December 31, 2023

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | Variance with |
|---|-------------------------|-------------------|-------------------|------------------|
| | <u>Original</u> | <u>Final</u> | <u>Amounts</u> | Final Budget |
| REVENUES | | | | Positive |
| | | | | (Negative) |
| Intergovernmental: | | | | |
| State of Louisiana: | | | | |
| Supreme Court Reimbursement | \$ 416,961 | \$ 416,961 | \$ 290,311 | \$ (126,650) |
| Supreme Court TANF | 175,000 | 175,000 | 192,021 | 17,021 |
| Family Preservation Court | - | - | 100,304 | 100,304 |
| Charges for services: | | | | |
| Client fees | 125,000 | 125,000 | 101,397 | (23,603) |
| TOTAL REVENUES | <u>716,961</u> | <u>716,961</u> | <u>684,033</u> | <u>(32,928)</u> |
| EXPENDITURES | | | | |
| Current - General government - Judicial | | | | |
| Administrative Personnel Services | 155,089 | 155,089 | 410,378 | (255,289) |
| Treatment services | 426,072 | 426,072 | 22,647 | 403,425 |
| Lab Personnel & Supplies | 96,692 | 96,692 | 121,837 | (25,145) |
| Office supplies | 1,087 | 1,087 | 5,669 | (4,582) |
| Travel and training | 7,182 | 7,182 | 1,775 | 5,407 |
| Office Operations | 30,839 | 30,839 | 12,395 | 18,444 |
| Rent - Equipment & Office | - | - | 1,770 | (1,770) |
| Equipment Repairs & Maintenance | - | - | 2,499 | (2,499) |
| Family Preservation Court | - | - | 94,122 | (94,122) |
| TOTAL EXPENDITURES | <u>716,961</u> | <u>716,961</u> | <u>673,092</u> | <u>43,869</u> |
| Net Changes in fund Balances | - | - | 10,941 | (76,797) |
| FUND BALANCES | | | | |
| Beginning | 180,662 | 180,662 | 179,760 | (902) |
| Ending | <u>\$ 180,662</u> | <u>\$ 180,662</u> | <u>\$ 190,701</u> | <u>\$ 10,039</u> |

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA**

Budget Comparison Schedule - FINS Program Fund
For the Year Ended December 31, 2023

| | Budgeted Amounts | | Actual | Variance with |
|---|------------------|------------------|------------------|--|
| | Original | Final | Amounts | Final Budget Positive (Negative) |
| REVENUES | | | | |
| Intergovernmental: | | | | |
| Louisiana Supreme Court | \$ 35,000 | \$ 35,000 | \$ 37,404 | \$ 2,404 |
| Lafourche Parish School Board | 10,000 | 10,000 | 20,250 | 10,250 |
| City of Thibodaux | 12,000 | 12,000 | 12,000 | - |
| Lafourche Parish Criminal Court Fund | 12,000 | 12,000 | 12,000 | - |
| TOTAL REVENUES | <u>69,000</u> | <u>69,000</u> | <u>81,654</u> | <u>12,654</u> |
| EXPENDITURES | | | | |
| Current - General government -Judicial: | | | | |
| Personnel Services | | | | |
| Salaries and related benefits | 75,000 | 75,000 | 86,970 | (11,970) |
| Supplies and materials | | | | |
| Supplies | 500 | 500 | 640 | (140) |
| Other services and charges | | | | |
| Postage | - | - | 120 | (120) |
| Travel | - | - | - | - |
| Utilities | 2,000 | 2,000 | 1,426 | 574 |
| Seminars and training | - | - | 646 | (646) |
| Rent | 13,440 | 13,440 | 13,440 | - |
| Equipment rental | 1,000 | 1,000 | 1,119 | (119) |
| Telephone | 1,000 | 1,000 | 1,285 | (285) |
| Miscellaneous | - | - | 382 | (382) |
| Maintenance and repair | 500 | 500 | - | 500 |
| TOTAL EXPENDITURES | <u>93,440</u> | <u>93,440</u> | <u>106,028</u> | <u>(12,588)</u> |
| Net Changes in fund Balances | <u>(24,440)</u> | <u>(24,440)</u> | <u>(24,374)</u> | <u>66</u> |
| FUND BALANCES | | | | |
| Beginning | 83,945 | 83,945 | 89,718 | 5,773 |
| Ending | <u>\$ 59,505</u> | <u>\$ 59,505</u> | <u>\$ 65,344</u> | <u>\$ 5,839</u> |

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA
REQUIRED SUPPLEMENTARY INFORMATION
Louisiana State Employees Retirement System (LASERS)
Last Ten Fiscal Years ****

| For Fiscal Year Ended Measurement Date | December 31, 2015 June 30, 2015 | December 31, 2016 June 30, 2016 | December 31, 2017 June 30, 2017 | December 31, 2018 June 30, 2018 | December 31, 2019 June 30, 2019 | December 31, 2020 June 30, 2020 | December 31, 2021 June 30, 2021 | December 31, 2022 June 30, 2022 | December 31, 2023 June 30, 2023 |
|--|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY | | | | | | | | | |
| Proportion of the net pension liability | 0.04084% | 0.042750% | 0.046630% | 0.049160% | 0.045060% | 0.040690% | 0.041830% | 0.043660% | 0.042780% |
| Proportionate share of the net pension liability | \$ 2,777,736 | \$ 3,356,573 | \$ 3,282,277 | \$ 3,352,813 | \$ 3,264,485 | \$ 3,365,335 | \$ 2,302,203 | \$ 3,300,508 | \$ 2,863,157 |
| Covered employee payroll | \$ 784,964 | \$ 802,276 | \$ 846,566 | \$ 927,189 | \$ 921,682 | \$ 932,433 | \$ 861,604 | \$ 899,447 | \$ 895,271 |
| Proportionate share of the net pension liability as a percentage of its covered employee payroll | 353.87% | 418.38% | 387.72% | 361.61% | 354.19% | 360.92% | 267.20% | 366.95% | 319.81% |
| Plan fiduciary net position as a percentage of the total pen | 62.66% | 57.70% | 62.54% | 64.30% | 62.90% | 58.00% | 72.78% | 63.65% | 68.40% |
| SCHEDULE OF CONTRIBUTIONS | | | | | | | | | |
| Contractually required contribution | \$ 290,527 | \$ 300,359 | \$ 318,541 | \$ 358,627 | \$ 346,787 | \$ 342,224 | \$ 349,208 | \$ 375,197 | \$ 400,942 |
| Contributions made | (290,527) | (300,359) | (318,541) | (358,605) | (349,713) | (347,541) | (346,133) | (355,583) | (362,500) |
| Contribution deficiency (excess) | \$ - | \$ - | \$ - | \$ 22 | \$ (2,926) | \$ (5,317) | \$ 3,075 | \$ 19,614 | \$ 38,442 |
| Covered employee payroll | \$ 784,964 | \$ 802,276 | \$ 846,566 | \$ 927,189 | \$ 921,682 | \$ 932,433 | \$ 861,604 | \$ 899,447 | \$ 895,271 |
| Contribution as a percentage of covered employee payroll | 37.01% | 37.44% | 37.63% | 38.68% | 37.94% | 37.27% | 40.17% | 39.53% | 40.49% |

** Note: Initial Year of GASB 68 Implementation was 2015. This schedule is intended to show information for 10 years. Additional Years will be displayed as they become available.

Notes to Required Supplementary Information

Changes of Benefit Terms No change No change No change No change No change No change No change No change No change No change

Changes of Assumptions

| | | | | | | | | | |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Inflation rate | 2.75% | 3.00% | 3.00% | 2.75% | 2.50% | 2.30% | 2.30% | 2.30% | 2.30% |
| Discount rate used to measure pension liability | 7.70% | 7.75% | 7.75% | 7.65% | 7.60% | 7.60% | 7.40% | 7.25% | 7.25% |
| Salary increases | Vary from 2.8% to 5.3% for Judges | Vary from 3.0% to 5.5% for Judges | Vary from 3.0% to 5.5% for Judges | Vary from 2.8% to 5.3% for Judges | Vary from 2.8% to 5.3% for Judges | Vary from 2.6% to 5.1% for Judges | Vary from 2.6% to 5.1% for Judges | Vary from 2.6% to 5.1% for Judges | Vary from 2.6% to 5.1% for Judges |
| Investment rate of return | 7.70% | 7.75% | 7.75% | 7.65% | 7.60% | 7.55% | 7.40% | 7.25% | 7.25% |
| Actuarial cost method | Entry age normal | Entry age normal | Entry age normal | Entry age normal | Entry age normal | Entry age normal | Entry age normal | Entry age normal | Entry age normal |
| Expected remaining service lives | 3 years | 3 years | 3 years | 3 years | 2 years | 2 years | 2 years | 2 years | 2 years |
| Cost of living adjustment | None | None | None | None | None | None | None | None | None |

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFORCHE PARISH, LOUISIANA**

Schedule Of Compensation, Benefits And Other Payments To Agency Head Or Chief Executive Officer
For the Year Ended December 31, 2023

AGENCY HEADS: ALL DISTRICT JUDGES

| | Division A Judge Rebecca N Robichaux | Division B Judge Jennifer F. Richard | Division C Judge Marla M. Abel | Division D Judge Christopher J. Boudreaux | Division E Judge F. Hugh (Buddy) Larose |
|---|---|---|---|--|--|
| Purpose | | | | | |
| Salary paid by the State of LA (on-behalf) | \$182,615 | \$146,226 | \$174,894 | \$174,894 | \$174,894 |
| Benefits - insurance - paid by the State of LA (on-behalf) | \$9,500 | \$79 | \$4,698 | \$14,173 | \$7,429 |
| Benefits - retirement paid by the State of LA (on-behalf) | \$80,783 | \$66,395 | \$77,401 | \$0 | \$79,238 |
| Benefits - other (Medicare) - paid by the State of LA (on-behalf) | \$2,590 | \$2,119 | \$2,476 | \$2,394 | \$2,503 |
| Benefits - other | \$0 | \$0 | \$0 | \$0 | \$0 |
| Car allowance | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicle provided by government | \$0 | \$0 | \$0 | \$0 | \$0 |
| Cell phone | \$0 | \$0 | \$0 | \$0 | \$0 |
| Dues | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicle rental | \$0 | \$0 | \$0 | \$0 | \$0 |
| Per diem | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reimbursements | \$0 | \$0 | \$0 | \$0 | \$0 |
| Postage | \$0 | \$0 | \$66 | \$0 | \$0 |
| Travel | \$0 | \$0 | \$0 | \$0 | \$76 |
| Seminars & Training | \$0 | \$0 | \$350 | \$0 | \$0 |
| Registration fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| Conference travel | \$0 | \$0 | \$0 | \$0 | \$0 |
| Travel Reimbursment - from Supreme Court | \$0 | \$0 | \$0 | \$0 | \$0 |
| Continuing professional education fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Repairs | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subscriptions | \$0 | \$0 | \$0 | \$0 | \$197 |
| Telephone | \$0 | \$0 | \$0 | \$0 | \$0 |
| Housing | \$0 | \$0 | \$0 | \$0 | \$0 |
| Unvouchered expenses | \$0 | \$0 | \$0 | \$0 | \$0 |
| Special meals - monthly lunch meeting - all judges | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$275,488 | \$214,819 | \$259,885 | \$191,461 | \$264,337 |

**SEVENTEENTH JUDICIAL DISTRICT COURT
LAFOURCHE PARISH, LOUISIANA
Justice System Funding Schedule - Receiving Entity**

As Required by Act 87 of the 2020 Regular Legislative Session

As of and for the year ended December 31, 2023

Cash Basis Presentation

| First Six Month Period Ended 6/30/2023 | Second Six Month Period Ended 12/31/2023 |
|---|---|
|---|---|

Receipts From: *(Must include one agency name and one collection type - see below - on each line and may require multiple lines for the same agency. Additional rows may be added as necessary.)*

| | | |
|---|--------|--------|
| 01-301 Lafourche Parish Clerk of Court - Cases Filed | 11,049 | 16,165 |
| 01-300 Lafourche Parish Sheriffs Office - Fines & Costs | 27,091 | 26,679 |
| 01-302 Lafourche Parish Sheriffs Office - Bond Forfeitures | 48,780 | 55,000 |

Agency name/collection type

| | |
|--------------------------|---------------------------|
| - | - |
| Subtotal Receipts | 86,920 97,844 |

Ending Balance of Amounts Assessed but Not Received *(only applies to those agencies that assess on behalf of themselves, such as courts)*

| | |
|---|---|
| - | - |
|---|---|

| Collection Types to be used in the "Receipts From:" section above |
|--|
| Civil Fees |
| Bond Fees |
| Asset Forfeiture/Sale |
| Pre-Trial Diversion Program Fees |
| Criminal Court Costs/Fees |
| Criminal Fines - Contempt |
| Criminal Fines - Other |
| Restitution |
| Probation/Parole/Supervision Fees |
| Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees) |
| Interest Earnings on Collected Balances |
| Other <i>(do not include collections that fit into more specific categories above)</i> |



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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*

To the Judges of the Seventeenth Judicial District
Lafourche Parish
Thibodaux, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the governmental activities and each major fund of the Seventeenth Judicial District Court for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements, and have issued our report thereon dated May 30, 2024.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the internal control over financial reporting 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 internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge 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.

Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

Stagni & Company

Thibodaux, Louisiana
May 30, 2024



STAGNI & COMPANY, LLC

Seventeenth Judicial District Court
Lafourche Parish
Statewide Agreed Upon
Procedures Report
With Schedule of Findings
and Management's Responses

As of and for the Year Ending
December 31, 2023



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

STATEWIDE AGREED-UPON PROCEDURES REPORT

Seventeenth Judicial District Court

Independent Accountant's Report
On Applying Agreed-Upon Procedures

For the Period January 1, 2023 – December 31, 2023

To the Judges of the Seventeenth Judicial District 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, 2023 through December 31, 2023. The Seventeenth Judicial District Court (Court) management is responsible for those C/C areas identified in the SAUPs.

The 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, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

1) Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - I. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - II. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - III. **Disbursements**, including processing, reviewing, and approving.

- IV. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- V. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- VI. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- VII. **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).
- VIII. **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- IX. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that documentation is maintained to demonstrate that all employees, including elected officials, were notified of any changes to the entity's ethics policy.
- X. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- XI. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- XII. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: *There are no findings for these procedures tested.*

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.



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- ii. For those entities reporting on the governmental accounting model, observe that 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. *Alternatively, for those entities reporting on the not-for-profit 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.*
- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe that the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: *These procedures are not applicable.*

3) Bank Reconciliations

- A. Obtain a listing of client 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 selected each account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - ii. Bank reconciliations include written 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
 - iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: *Findings noted were:*

- *Of the 3 bank reconciliations we inspected one (the General Fund) had no evidence when prepared.*

Management's Response: *For all future bank reconciliations we will require documentation of who and when the reconciliation was prepared and also initial and date that a member of management reviewed the reconciliation.*



4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - i. Employees that are responsible for cash collections do not share cash drawers/registers.
 - ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - iii. Each employee responsible for collecting cash is not also 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.
 - iv. 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 also responsible for collecting cash, unless another employee verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations". Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Results: *There are no findings for these procedures tested.*



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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. 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:
 - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - ii. At least two employees are involved in processing and approving payments to vendors.
 - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
 - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. 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:
 - i. Observe that the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.
 - ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
- D. Using the entity's main operating account and the month selected in "Bank Reconciliations" procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy

Results: *There are no findings for these procedures tested.*



6) Credit Cards/Debit Cards/Fuel Cards/P-Cards

- A. 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.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:
 - i. Observe that 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, by someone other than the authorized card holder.
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results: *These procedures are not applicable.*

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - i. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - iii. Observe that 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).



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

Results: *There are no findings for these procedures tested.*

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - i. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - ii. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - iii. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
 - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results: *There are no findings for these procedures tested.*

9) Payroll and Personnel

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

- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
 - i. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - ii. Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - iv. Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.



- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity 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.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results: *These procedures are not applicable.*

10) Ethics

A, Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above: obtain ethics documentation from management, and:

- i. Observe that the documentation demonstrates that each employee/official completed one hour of ethics training during the fiscal period as required by R.S. 42:1170.
- ii. Observe that the entity maintains documentation which demonstrates that each employee/official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

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

Results: *There are no findings for these procedures tested.*

11) Debt Service

A. Obtain a listing of bonds/notes 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 that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

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

Results: *These procedures are not applicable.*



12) Fraud Notice

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

B. Observe that 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.

Results: *There are no findings for these procedures tested.*

13) Information Technology Disaster Recovery/Business Continuity

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

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- iii. Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19 under "Payroll and Personnel" above. Observe evidence that the selected terminated employees have been removed or disabled from the network.

C. Using the 5 randomly selected employees/officials from "Payroll and Personnel" procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

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

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



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14) Prevention of Sexual Harassment

A. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

B. Observe that 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).

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

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

Results: *There are no findings for these procedures tested.*

We were engaged by the 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 the 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.

Stagni & Company

Thibodaux, LA
June 17, 2024



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