

Financial Report

City Court of Houma
Houma, Louisiana

December 31, 2023

Financial Report

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Houma, Louisiana

December 31, 2023

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Houma, Louisiana

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FINANCIAL SECTION

INDEPENDENT AUDITOR’S REPORT

Honorable Judge Matthew H. Hagen,
City Court of Houma,
Houma, Louisiana.

Opinions

We have audited the accompanying financial statements of the governmental activities, the General Fund and Fiduciary Funds of City Court of Houma, State of Louisiana (“City Court”), a component unit of Terrebonne Parish Consolidated Government (the “Parish”), State of Louisiana, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise City Court’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly in all material respects, the respective financial position of the governmental activities, the General Fund and Fiduciary Funds of City Court of Houma as of December 31, 2023, and the respective changes in financial position for the governmental activities, General Fund and Fiduciary Funds and the budgetary comparison for the General Fund 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 City Court and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgement 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 City Court's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimate by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about City Court's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis pages 5 through 11, the Schedule of Changes in City Court's Total OPEB Liability and Related Ratios on page 50, the Schedules of City Court's Proportionate Share of Net Pension Liability on pages 51 and 52 and the Schedules of City Court Contributions on pages 53 and 54 be presented to supplement the basic financial statements. Such information is the responsibility of management, and although not a part of the basic financial statements, is required by the 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 us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise City Court's basic financial statements. The information contained in Schedules 1 and 2 (Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer and Justice System Funding Schedule - Collecting/Disbursing Entity as required by Act 87 of 2020 regular Legislative Session) for the year ended December 31, 2023 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 18, 2024 on our consideration of City Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on 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 City Court's internal control over financial reporting and compliance.

Bougeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
June 18, 2024.

MANAGEMENT’S DISCUSSION AND ANALYSIS

City Court of Houma Houma, Louisiana

December 31, 2023

The Management’s Discussion and Analysis of City Court of Houma’s (“City Court”) financial performance presents a narrative overview and analysis of City Court’s financial activities for the year ended December 31, 2023. This document focuses on the current year’s activities, resulting changes, and currently known facts. Please read this document in conjunction with the financial statements which follow in this section.

FINANCIAL HIGHLIGHTS

City Court’s assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the close of fiscal year 2023 by \$136,771 (net position), which represents a 126.79% increase in net position in comparison to last fiscal year’s net deficit.

City Court’s revenue increased by \$560,186 (or 31.52%) primarily due to an increase in charges for services in each activity.

City Court’s expenses increased by \$186,079 (or 12.37%) primarily due to increases in personal service resulting from GASB Statement 68 adjustments.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to City Court’s financial statements. City Court’s annual report consists of three parts: (1) management’s discussion and analysis (this section); (2) financial statements; and (3) various governmental compliance reports and schedules by certified public accountants and management.

The financial statements include two kinds of statements that present different views of City Court:

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of City Court's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of City Court's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of City Court is improving or deteriorating. The Statement of Activities presents information showing how City Court's net position changed during each fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activities of City Court are judicial services from which fees are received from criminal, civil, and juvenile cases.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. City Court maintains two types of funds, governmental and fiduciary fund types.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the Governmental Fund Balance Sheet and the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

City Court maintains two 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 and the Building Fee Fund. City Court adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget. The governmental fund financial statements can be found on pages 12 through 18 of this report.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Fund Financial Statements (Continued)

Fiduciary Funds

Fiduciary Funds are used to account for resources received from criminal and civil cases along with funds from bonds set by the Court, which are held for the benefit of parties outside City Court. While these funds represent a trust responsibility, these assets are restricted in purpose and do not represent assets of City Court. Therefore, these assets are not presented as part of the government-wide financial statements. The Statement of Fiduciary Funds and Change in Fiduciary Net Position can be found on pages 19 and 20 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found in Exhibit J of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of City Court's financial position. As of December 31, 2023, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$136,771. Deferred outflows and inflows of resources are related to City Court's participation in multi-employer defined benefit pensions and other post-employment benefits. A portion of City Court's net position (deficit) reflects its investment in capital assets (e.g., office equipment and furniture). Consequently, these assets are not available for future spending.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)**Condensed Statements of Net Position**

	<u>December 31,</u>		<u>Dollar</u>
	<u>2023</u>	<u>2022</u>	<u>Change</u>
Current assets	\$ 1,448,938	\$ 1,337,312	\$ 111,626
Due from other governments	354,164	-	354,164
Net pension asset	-	354,091	(354,091)
Capital assets	50,104	12,469	37,635
Deferred outflows of resources	<u>509,335</u>	<u>418,244</u>	<u>91,091</u>
 Total assets and deferred outflows of resources	 <u>2,362,541</u>	 <u>2,122,116</u>	 <u>240,425</u>
 Long-term obligations	 1,741,311	 1,668,206	 73,105
Current liabilities	30,469	127,718	(97,249)
Deferred inflows of resources	<u>453,990</u>	<u>836,805</u>	<u>(382,815)</u>
 Total liabilities and deferred inflows of resources	 <u>2,225,770</u>	 <u>2,632,729</u>	 <u>(406,959)</u>
 Net positions (deficit):			
Net investment in capital assets	50,104	12,469	37,635
Unrestricted	<u>86,667</u>	<u>(523,082)</u>	<u>609,749</u>
Total net position	<u>\$ 136,771</u>	<u>\$ (510,613)</u>	<u>\$ 647,384</u>

Current assets increased due to an increase of \$111,477 in cash and cash equivalents as of December 31, 2023. The due from other governments balance of \$354,164 is the building fees due from the Terrebonne Parish Government. These funds are now used to maintain the building and purchase equipment as needed. Capital assets increased \$37,635 as a result of purchases of various computer equipment. As of December 31, 2023, City Court reported a net pension liability for its portion of participation in the Parochial Employees' Retirement System which is reported in long-term obligations. Long-term obligations as of December 31, 2023 are for compensated absences, net pension liability, and other postemployment benefits total \$94,395, \$694,207, and \$952,709, respectively. Deferred outflows and inflows of resources are a result of accounting for pensions and other post-employment benefits.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)**Governmental Activities**

Governmental activities for the year increased City Court's net position by \$647,384. Key elements of this increase are as follows:

Condensed Statements of Activities

	<u>December 31,</u>		<u>Dollar</u>	<u>Total</u>
	<u>2023</u>	<u>2022</u>	<u>Change</u>	<u>Percentage</u>
				<u>Change</u>
Program revenues				
Charges for services	\$ 1,177,748	\$ 701,553	\$476,195	67.88%
Operating grants	1,126,714	1,069,177	57,537	5.38%
General revenues				
Interest	29,258	4,526	24,732	546.44%
Miscellaneous	3,606	1,884	1,722	91.40%
Total revenues	<u>2,337,326</u>	<u>1,777,140</u>	<u>560,186</u>	<u>31.52%</u>
Expenses				
Judicial activities	<u>1,689,942</u>	<u>1,503,863</u>	<u>186,079</u>	<u>12.37%</u>
Increase in net position	647,384	273,277	374,107	136.90%
Net position (deficit)				
Beginning of year	<u>(510,613)</u>	<u>(783,890)</u>	<u>273,277</u>	<u>-34.86%</u>
End of year	<u>\$ 136,771</u>	<u>\$ (510,613)</u>	<u>\$ 647,384</u>	<u>-126.79%</u>

In 2023, City Court's revenues increased \$560,186 primarily due to an increase in charges for services revenues as a result of building fee amounts received from Terrebonne Parish Consolidated Government. Expenses increased \$186,079 primarily due to increases in personal services related to GASB Statement 68 adjustments.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUND

As noted earlier, City Court uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

FINANCIAL ANALYSIS OF THE GOVERNMENT’S FUND (Continued)

Governmental Funds

The focus of City Court’s governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing City Court’s financing requirements. Unassigned fund balance may serve as a useful measure of a government’s net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, City Court’s General Fund’s ending fund balance is \$1,380,387, which is an increase of \$181,045 in comparison with the prior year. The General Fund is unassigned and available for spending at City Court’s discretion.

General Fund Budgetary Highlights

City Court prepares its budget in accordance with accounting principles generally accepted in the United States.

The budget was amended once during the year. The primary reason for amending the budget was to align budgeted revenues and expenditures with actual.

For the year, revenues and expenditures were greater than budgetary estimates. See Exhibit G for a comparison of budgeted and actual revenue and expenditures.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

City Court’s investment in capital assets for its governmental activities as of December 31, 2023, amounts to \$50,104 (net of accumulated depreciation). As of December 31, 2023 and 2022 net investment in capital assets includes furniture and equipment as follows.

	<u>2023</u>	<u>2022</u>
Furniture and equipment	<u>\$ 50,104</u>	<u>\$ 12,469</u>

Additional information on City Court’s capital assets can be found in Note 3, Exhibit J of this report.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGET AND RATES

Management considers current year’s actual expenses and revenues when setting the next year’s budget. Management adjusts for different factors as they become known or transpire.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of City Court's finances for all those with an interest in City Court's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Judge Matthew Hagen, 8046 Main St. Houma, Louisiana 70360.

STATEMENT OF NET POSITION

City Court of Houma
Houma, Louisiana

December 31, 2023

	<u>Governmental Activities</u>
Assets and Deferred Outflows of Resources	
Cash and cash equivalents	\$ 838,537
Investments	600,000
Due from other governments	354,164
Prepaid insurance	10,401
Capital assets - depreciable, net of accumulated depreciation	<u>50,104</u>
Total assets	<u>1,853,206</u>
Deferred outflows of resources:	
Other postemployment benefits	123,018
Pensions	<u>386,317</u>
Total deferred outflows of resources	<u>509,335</u>
Total assets and deferred outflows of resources	<u>2,362,541</u>
Liabilities and Deferred Inflows of Resources	
Accounts payable and accrued expenditures	6,417
Due to Terrebonne Parish Consolidated Government	24,052
Long-term obligations - due after one year	<u>1,741,311</u>
Total liabilities	<u>1,771,780</u>
Deferred inflows of resources:	
Other postemployment benefits	408,609
Pensions	<u>45,381</u>
Total deferred inflows of resources	<u>453,990</u>
Total liabilities and inflows of resources	<u>2,225,770</u>
Net Position (Deficit)	
Net investment in capital assets	50,104
Unrestricted	<u>86,667</u>
Total net position (deficit)	<u><u>\$ 136,771</u></u>

See notes to financial statements.

STATEMENT OF ACTIVITIES**City Court of Houma**
Houma, Louisiana

For the year ended December 31, 2023

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants</u>	Net (Expense) Revenue and Changes in Net Position
Primary Government				
Governmental activities:				
Judicial activities	<u>\$ 1,689,942</u>	<u>\$ 1,177,748</u>	<u>\$ 1,126,714</u>	\$ 614,520
General revenues:				
Interest and investment income				29,258
Miscellaneous				<u>3,606</u>
Total general revenues				32,864
Change in net position				647,384
Net Position (Deficit)				
Beginning of year				<u>(510,613)</u>
End of year				<u>\$ 136,771</u>

See notes to financial statements.

GOVERNMENTAL FUND BALANCE SHEET

City Court of Houma
Houma, Louisiana

December 31, 2023

Assets

Cash and cash equivalents	\$ 838,537
Investment	600,000
Due from other government	<u>354,164</u>
Total assets	<u><u>\$ 1,792,701</u></u>

Liabilities

Accounts payable	\$ 6,417
Due to Terrebonne Parish Consolidated Government	<u>24,052</u>
Total liabilities	30,469

Fund Balance

Assigned - Building Fee	381,845
Unassigned	<u>1,380,387</u>
Total fund balance	<u>1,762,232</u>
Total liabilities and fund balance	<u><u>\$ 1,792,701</u></u>

See notes to financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUND
BALANCE SHEET TO THE STATEMENT OF NET POSITION**

City Court of Houma
Houma, Louisiana

December 31, 2023

Fund Balance - Governmental Fund		\$ 1,762,232
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not resources and, therefore, are not reported in the governmental fund.		
Governmental capital assets	\$ 80,614	
Less accumulated depreciation	<u>(30,510)</u>	50,104
Prepaid expenses reported in governmental activities are not financial resources and therefore are not reported in the governmental fund.		
Prepaid insurance		10,401
Deferred outflows of resources used in governmental activities are not financial resources and therefore are not reported in governmental funds.		
Pensions	386,317	
Other postemployment benefits	<u>123,018</u>	509,335
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental fund.		
Net pension liability	(694,207)	
Other postemployment benefit obligation	(952,709)	
Compensated absences payable	<u>(94,395)</u>	(1,741,311)
Deferred inflows of resources are applicable to future periods and therefore are not reported in governmental funds.		
Pensions	(45,381)	
Other postemployment benefits	<u>(408,609)</u>	<u>(453,990)</u>
Net Position of Governmental Activities		<u><u>\$ 136,771</u></u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

City Court of Houma
Houma, Louisiana

For the year ended December 31, 2023

Revenues

Charges for services:	
Criminal fees	\$ 165,648
Civil fees	474,640
Juvenile fees	36,866
Building fees	500,594
Intergovernmental revenue:	
Federal	53,244
State of Louisiana	80,737
Terrebonne Parish Consolidated Government:	
On-Behalf Payments	992,733
Miscellaneous:	
Interest and investment income	29,258
Other	3,606
	<hr/>
Total revenues	2,337,326

Expenditures

Current:	
General government:	
Personal services	1,415,503
Supplies and materials	57,096
Other services and charges	143,482
Repairs and maintenance	7,439
Professional services	43,707
Travel, education, and seminars	13,670
Computer services	28,272
Miscellaneous	20,885
	<hr/>
Total general government	1,730,054
Capital outlay	44,382
	<hr/>
Total expenditures	1,774,436

Excess of Revenues Over Expenditures 562,890

Fund Balance

Beginning of year	1,199,342
End of year	<u><u>\$ 1,762,232</u></u>

See notes to financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE
TO THE STATEMENT OF ACTIVITIES**

City Court of Houma
Houma, Louisiana

For the year ended December 31, 2023

Net Change in Fund Balance - Governmental Fund \$ 562,890

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	44,382	
Depreciation expense	<u>(6,747)</u>	<u>37,635</u>

Some expenditures reported in the governmental fund do not require the use of current financial resources and are not reported as expenses in the statement of activities.

Increase in prepaid insurance	\$ 149	
Pension expense	(12,303)	
Other postemployment benefits	69,642	
Compensated absences	<u>(10,629)</u>	<u>46,859</u>

Change in Net Position of Governmental Activities \$ 647,384

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -
GENERAL FUND**

City Court of Houma
Houma, Louisiana

For the year ended December 31, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues				
Charges for services:				
Criminal fees	\$ 108,350	\$ 165,648	\$ 165,648	\$ -
Civil fees	456,355	474,640	474,640	-
Juvenile fees	27,085	36,866	36,866	-
Building fees	108,188	146,430	500,594	354,164
Intergovernmental revenue:				
Federal	53,244	53,244	53,244	-
State of Louisiana	-	-	80,737	80,737
Terrebonne Parish Consolidated Government:				
On-Behalf Payments	992,733	992,733	992,733	-
Miscellaneous:				
Interest and investment income	3,370	29,257	29,258	1
Other	-	3,605	3,606	1
Total revenues	<u>1,749,325</u>	<u>1,902,423</u>	<u>2,337,326</u>	<u>434,903</u>
Expenditures				
Current:				
General government:				
Reimbursement to Terrebonne Parish Consolidated Government	1,311,959	1,259,146	-	1,259,146
Personal services	111,828	117,416	1,415,503	(1,298,087)
Supplies and materials	53,180	53,245	57,096	(3,851)
Other services and charges	138,861	106,956	143,482	(36,526)
Repairs and maintenance	7,460	31,060	7,439	23,621
Professional services	37,100	41,330	43,707	(2,377)
Computer services	16,960	47,616	28,272	19,344
Travel, education, and seminars	26,282	13,869	13,670	199
Miscellaneous	18,612	23,059	20,885	2,174
Total general government	<u>1,722,242</u>	<u>1,693,697</u>	<u>1,730,054</u>	<u>(36,357)</u>
Capital outlay	-	-	44,382	(44,382)
Total expenditures	<u>1,722,242</u>	<u>1,693,697</u>	<u>1,774,436</u>	<u>(80,739)</u>
Excess of Revenues Over Expenditures	27,083	208,726	562,890	354,164
Fund Balance				
Beginning of year	<u>992,720</u>	<u>1,199,342</u>	<u>1,199,342</u>	<u>-</u>
End of year	<u>\$ 1,019,803</u>	<u>\$ 1,408,068</u>	<u>\$ 1,762,232</u>	<u>\$ 354,164</u>

See notes to financial statements.

STATEMENT OF FIDUCIARY FUNDS**City Court of Houma**
Houma, Louisiana

December 31, 2023

	<u>Custodial Funds</u>			<u>Total Custodial Funds</u>
	<u>Civil Fund</u>	<u>Criminal Fund</u>	<u>Bond Fund</u>	
Assets				
Cash and cash equivalents	\$ 357,596	\$ 7,198	\$ 8,425	\$ 373,219
Investments	450,000	-	-	450,000
Total assets	<u>\$ 807,596</u>	<u>\$ 7,198</u>	<u>\$ 8,425</u>	<u>\$ 823,219</u>
Liabilities				
Civil funds	\$ 807,596	\$ -	\$ -	\$ 807,596
Criminal funds	-	7,198	-	7,198
Total liabilities	<u>807,596</u>	<u>7,198</u>	<u>-</u>	<u>814,794</u>
Fiduciary net position				
Held for others	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,425</u>	<u>\$ 8,425</u>

See notes to financial statements.

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**City Court of Houma**
Houma, Louisiana

December 31, 2023

	Custodial Funds			Total Custodial Funds
	Civil Fund	Criminal Fund	Bond Fund	
Additions:				
Collections for other governments	\$ 1,137,151	\$ 925,564	\$ 64,601	\$ 2,127,316
Deductions:				
Distributions to other governmental units	<u>1,137,151</u>	<u>925,564</u>	<u>100,737</u>	<u>2,163,452</u>
Net increase (decrease) in fiduciary net position	-	-	(36,136)	(36,136)
Net position at beginning of year	<u>-</u>	<u>-</u>	<u>44,561</u>	<u>44,561</u>
Net position at end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 8,425</u></u>	<u><u>\$ 8,425</u></u>

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS**City Court of Houma**

Houma, Louisiana

December 31, 2023

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of City Court of Houma (“City Court”) conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

a) Reporting Entity

City Court is organized under Louisiana Revised Statute 13:1872 and is a limited jurisdiction within the boundaries of Terrebonne Parish handling civil suits up to \$30,000, adult misdemeanors and juvenile proceedings.

The Judge for City Court is an independently elected official with a six year term. However, City Court is fiscally dependent on the Terrebonne Parish Consolidated Government (the “Parish”) for the payment of salaries, courthouse space, maintenance, utilities and other office expenses. Each year the Parish budgets a certain amount of expenditures which will be paid on behalf of City Court. All expenditures exceeding the Parish’s budget shall be paid by City Court. Accordingly, City Court has been determined to be a component unit of the Parish and as such, these financial statements will be included in the annual comprehensive financial report (ACFR) of the Parish for the year ended December 31, 2023.

GASB 14, “*The Financial Reporting Entity*”, GASB 39, *Determining Whether Certain Organizations Are Component Units-an Amendment of GASB*” Statement 14, and GASB 61, “*The Financial Reporting Entity: Omnibus and amendment of GASB*” Statements 14 and 34 established the criterion for determining which component units should be considered part of City Court for financial reporting purposes. The basic criteria are as follows:

1. Legal status of the potential component unit including the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued, and the right to buy, sell and lease property in its own name.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

a) Reporting Entity (Continued)

2. Whether the governing authority appoints a majority of the board members of the potential component unit.
3. Fiscal interdependency between City Court and the potential component unit.
4. Imposition of will by City Court on the potential component unit.
5. Financial benefit/burden relationship between City Court and the potential component unit.

City Court has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b) Basis of Presentation

City Court's financial statements consist of the government-wide statements on all non-fiduciary activities of City Court and the governmental fund financial statements.

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of City Court. The government-wide presentation focuses primarily on the sustainability of City Court as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

Fund Financial Statements

The daily accounts and operations of City Court are organized on the basis of a fund and accounts groups, each of which is considered a separate accounting entity. The operations of a fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, equity, revenues and expenditures. Governmental resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following are the governmental funds of City Court:

General Fund - The General Fund is the general operating fund of City Court. It is used to account for and report all financial resources not accounted for and reported in another fund.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Basis of Presentation (Continued)

Fiduciary Funds

Custodial Funds - These funds are used to account for and report assets that City Court holds for other governments and others in a custodial capacity. Since by definition these assets are being held for the benefit of others and cannot be used to address activities or obligations of City Court, these funds are not incorporated into the governmental-wide statements.

c) Measurement Focus and Basis of Accounting

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

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Fund Financial Statements

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds’ present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current position. Governmental funds are maintained on the modified accrual basis of accounting.

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government’s availability criteria (susceptible to accrual). Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, City Court considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Allocations of cost such as depreciation are not recognized in the governmental funds.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

e) Operating Budgetary Data

As required by the Louisiana Revised Statutes 39:1303, management adopted a budget for City Court's General Fund. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by management. City Court amended its budget once during the year. All budgeted amounts that are not expended, or obligated through contracts, lapse at year-end.

The General Fund budget is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America. The General Fund budget presentation is included in the financial statements, see Exhibit G.

f) Accounts Receivable

The financial statements for City Court contain no allowance for uncollectible accounts. Uncollectible amounts due for other receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the funds.

g) Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-Wide Financial Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of \$1,000 or more are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Capital Assets (Continued)

Government-Wide Financial Statements (Continued)

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

Furniture and equipment	5 - 10 years
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Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

h) Long-Term Obligations

The accounting treatment of long-term obligations depends on whether they are reported in the government-wide or fund financial statements.

Government-Wide Financial Statements

All long-term obligations to be repaid from governmental resources are reported as liabilities in the government-wide statements. Long-term obligations consist of accrued compensated absences (vacation and sick leave), obligations for retirement (net pension liability) and other postemployment benefits (group health insurance).

Fund Financial Statements

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements.

i) Personal and Sick Leave

City Court provides personal leave benefits to all full-time employees, after 180 days of continuous employment. Unused personal leave carries forward to the next year. Eligible employees can earn 40 to 240 hours of personal leave depending on length of employment. Accumulated earned and unused vacation is payable upon termination.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Personal and Sick Leave (Continued)

Eligible personnel will earn sick leave. Sick leave is earned up to 10 days (80 hours) per year. Sick leave is earned by introductory employees on their 91st day of employment at a rate of five days, with the remaining five days being earned at their 181st day. Employees earn an additional five days after their first year of employment and continue to earn an additional five days every six months after their first year of employment. The balance of sick time accumulates each year. Sick leave is payable upon termination up to one-half of the accumulated balance, up to a maximum of 240 hours.

Compensatory time will be given to employees in lieu of overtime. The rate of accrual is one and a half hours per hour of overtime worked. Compensatory time accumulates up to 60 hours of time. An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation for any additional overtime hours worked. Compensatory time accumulates to the limit until termination at which point it will be paid to the employee.

The liability for these compensated absences is recorded as a long-term obligation in the government-wide statements. In the fund financial statements, government funds report compensated absence as paid or a liability payable from expendable available financial resources.

j) Pensions

For purposes of measuring the net pension liability/asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of City Court's retirement plans, Louisiana State Employees' Retirement System and Parochial Employees' Retirement System of Louisiana (the "Systems") and additions to/deductions from the Systems' fiduciary net position have been determined on the same basis as they are reported by the Systems. 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.

k) Deferred Outflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents 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. City Court has pension and other postemployment benefits related deferred outflows.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

l) Deferred Inflows of Resources

In addition to liabilities, the Statement of Net Position and balance sheets will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds report deferred inflows of resources from pensions and other postemployment benefits in City Court's government-wide statements.

m) Equity

Government-Wide Statements

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets, if any. As of December 31, 2023, City Court had no outstanding borrowings.
- b. Restricted net position - Consists of assets and deferred outflow of resources less liabilities and deferred inflow of resources (net position) with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - 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 City Court's policy to use restricted resources first, then unrestricted resources as they are needed. As of December 31, 2023 and for the year then ended, City Court did not have or receive restricted resources.

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- a. Non-spendable - amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to maintain intact.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m) Equity (Continued)

Fund Financial Statements (Continued)

- b. Restricted - amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed - amounts that can be used only for specific purposes determined by a formal action of City Court's management. Commitment may be established, modified, or rescinded only through actions approved by City Court's management.
- d. Assigned - amounts that do not meet the criteria to be classified as either restricted or committed but are intended to be used for specific purposes. Assignment may be established, modified or rescinded by the Judge.
- e. Unassigned - all other spendable amounts.

For the classification of governmental fund balances, City Court considers an expenditure to be made from the most restrictive first when more than one classification is available. City Court's fund balance was classified as assigned and unassigned as of December 31, 2023.

n) New GASB Statements

During the year ending December 31, 2023, City Court implemented the following GASB Statements:

Statement 94, *"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"* improves financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties;

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

n) New GASB Statements (Continued)

(2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. This Statement did not affect the District's financial statements.

Statement No. 96, "*Subscription-based Information Technology Arrangements*" provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. This Statement did not affect the District's financial statements.

The GASB has issued the following Statements which will become effective in future years as shown below:

Statement No. 99, "*Omnibus 2022*" provides objectives to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements and accounting and financial report for financial guarantees. The requirements of this Statement apply to all financial statements at dates varying from upon issuance to fiscal periods beginning after June 15, 2023. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 100, "*Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62*" provides guidance to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

n) New GASB Statements (Continued)

Statement No. 101, “*Compensated Absences*” provides guidance to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 102, “*Certain Risk Disclosures*” defines concentrations and constraints. The Statement also requires governments to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. Additional disclosures are to be included if reporting criteria is met which will provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to concentrations or constraints. The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter.

Note 2 - DEPOSITS AND INVESTMENTS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or any other federally insured investment, certificates of deposit of any bank domiciled or having a branch office in the state of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

Bank Deposits

State law requires that 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 purchased and 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.

Note 2 - DEPOSITS AND INVESTMENTS (Continued)

Bank Deposits (Continued)

The year-end balances of deposits are as follows:

	Bank Balances	Report Amount
Cash	\$ 1,275,313	\$ 1,211,756
Certificates of deposit	1,050,000	1,050,000
Totals	\$ 2,325,313	\$ 2,261,756

Custodial credit risk is the risk that in the event of a bank failure, City Court's deposits may not be returned to it. City Court has a written policy for custodial credit risk, which reflects state law. As of December 31, 2023, \$1,486,340 of City Court's bank balance of \$2,325,313 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 and are deemed to be held in City Court's name as allowed by state statutes.

As of December 31, 2023, cash was adequately collateralized in accordance with state law by securities held by unaffiliated banks for the account of City Court. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though these deposits are considered subject to custodial credit risk under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

A reconciliation of deposits as shown on the Statement of Net Position and Governmental Fund Balance is as presented below:

Amounts reported	\$ 2,261,756
Less amounts reported in the Statement of Fiduciary Funds:	
Cash and cash equivalents	(373,219)
Investments	(450,000)
Total	\$ 1,438,537
Governmental Fund Balance Sheet:	
Cash and cash equivalents	\$ 838,537
Investments	600,000
Total	\$ 1,438,537

Note 3 - CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2023 was as follows:

	<u>Balance January 1, 2023</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance December 31, 2023</u>
Capital assets being depreciated:				
Furniture and equipment	\$39,935	\$44,382	\$ (3,703)	\$80,614
Less accumulated depreciation for:				
Furniture and equipment	<u>(27,466)</u>	<u>(6,747)</u>	<u>3,703</u>	<u>(30,510)</u>
Total capital assets, net	<u>\$12,469</u>	<u>\$37,635</u>	<u>\$ -</u>	<u>\$50,104</u>

Note 4 - ACCOUNTS PAYABLE AND ACCRUED EXPENDITURES

Accounts payable and accrued expenditures amounted to \$6,417 as of December 31, 2023 and consisted of vendor invoices for operating expenditures.

In addition, City Court has reported amounts due to Terrebonne Parish Consolidated Government as follows:

Operating expenses	\$18,943
Other	<u>5,109</u>
Total	<u>\$24,052</u>

Note 5 - LONG-TERM OBLIGATIONS

Long-term obligations consist of accumulated earned and unpaid vacation and sick leave, other postemployment benefits and net pension liabilities and all are due in excess of one year. The following is a summary of changes in the long-term obligations of City Court for the year ended December 31, 2023:

	Payable January 1, 2022	Increase	Decrease	Payable December 31, 2023
Accumulated unpaid annual leave	\$ 83,766	\$ 96,127	\$ (85,498)	\$ 94,395
Other postemployment benefits	947,047	5,662	-	952,709
Net pension liability:				
Parochial Employees' Retirement System	-	146,483	-	146,483
Louisiana State Employees' Retirement System	637,393	-	(89,669)	547,724
Totals	<u>\$ 1,668,206</u>	<u>\$ 248,272</u>	<u>\$(175,167)</u>	<u>\$ 1,741,311</u>

Compensated absences, other postemployment benefits and net pension liability are described in Notes 1(i), 1(j), 7, and 8, respectively.

Note 6 - RISK MANAGEMENT

City Court is exposed to various risks of loss related to workers compensation; torts; theft of damage to and destruction of assets; errors and omissions; natural disasters; and group health benefits for which City Court carries commercial insurance and also participates in the Parish's risk management program for general liability, workers' compensation and group insurance. No settlements were made during the year that exceeded City Court's insurance coverage. City Court pays yearly premiums to the Parish for general liability based on various factors such as its operations and maintenance budget, exposure and claims experience. The premiums for workers' compensation are based on a fixed percentage of payroll. The premiums for group insurance are based on a fixed rate per employee. The Parish handles all claims filed against City Court for which it has insurance coverage with the Parish.

Note 6 - RISK MANAGEMENT (Continued)

City Court could have additional exposure for claims in excess of the Parish’s insurance contracts as described below:

Policy	Coverage Limit
General Liability	\$ 10,000,000
Workers’ Compensation	Statutory

Coverage for general liability claims in excess of the above stated limits are to be funded first by assets of the Parish’s risk management internal service fund then secondly by City Court. The Parish is self-insured for the first \$175,000 of each claim relating to group health insurance. The aggregate deductible for all group claims relating to group insurance for 2022 was \$14,903,118. Insurance contracts cover the excess liability on individual claims. Covered employees are subject to a lifetime maximum claims limit. Coverage for group health claim liabilities are to be funded first by assets of the Parish’s group health internal service fund then secondly by City Court. Worker’s compensation claims in excess of \$750,000 are covered under an insurance contract for claims aggregate up to limits are to be funded first by assets of the Parish’s workers’ compensation internal service fund. As of December 31, 2023, City Court had no claims in excess of the above coverage limits. Total premiums paid to the Parish for insurance coverage during the year ended December 31, 2023 totaled \$324,529.

Note 7 - POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

City Court administers a single employer defined benefit healthcare plan (the “Plan”) through the Parish’s Group Insurance Fund. The Plan provides for the payment of medical, dental and life insurance premiums for eligible employees, retirees and their dependents. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. Louisiana Revised Statute 33:5161 provided the authority of City Court Judge to establish and amend the benefit terms and financing. For employees retiring before January 1, 2005 City Court funds the entire premium for all benefits on employees retiring with at least ten years of service upon retiring from the formal retirement systems.

Note 7 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

City Court employees retiring on or after January 1, 2005 and before January 1, 2014 with at least ten years of permanent full-time creditable service with City Court shall be eligible to participate in the Plan under the following vesting Schedule: 11 to 15 years of service, 2.75% per year; 16 to 20 years of service 41.25% plus 3.75% per year of service; 21 years or more of service, 60% plus 5% per year of service, limited to 85% of the premium. Employees hired after December 31, 2013 with at least 30 years of permanent full-time creditable service, age 55 and 5 years of participation in City Court's group health insurance plan immediately prior to retirement shall be eligible to participate in the Plan with benefits limited to 80% of premiums. A retired employee may provide dependent hospitalization coverage at applicable dependent rates. City Court does not issue a publicly available financial report on the Plan.

Employees Covered by Benefit Terms

Inactive employees currently receiving benefit payments	8
Active employees	<u>17</u>
Total	<u>25</u>

City Court's total OPEB liability of \$952,709 was measured as of December 31, 2023 and was determined by an actuarial valuation as of January 1, 2022.

Note 7 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Total OPEB Liability

Actuarial Assumptions and Other Inputs

The total OPEB liability as of December 31, 2023 was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless, otherwise specified:

Measurement Date	December 31, 2023
Actuarial Valuation Date	January 1, 2022
Inflation	2.50%
Salary Increases, including inflation	3.00%
Discount Rate	3.77%
Healthcare Cost Trend Rates	Medical - 6.00% in year 1 decreasing in decrements of 0.25% until 5.00% through year 5. Dental - 3.50% in year 1 decreasing in decrements of 0.25% per year until 2.50% through year 5.

The discount rate was based on the December 31, 2023 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the PubG.H-2010 (general) and PubS.H-2010 (public safety) Employee Mortality Tables, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Mortality rates for retirees were based on the PubG.H-2010 (general) and PubS.H-2010 (public safety) Healthy Retiree Mortality Tables, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Note 7 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Total OPEB Liability (Continued)

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance as of December 31, 2022	<u>\$947,047</u>
Changes for the year:	
Service cost	13,273
Interest	35,119
Difference between expected and actual experience	5,452
Changes in assumptions and other inputs	(7,089)
Change in proportion	(13,613)
Benefit payments	<u>(27,480)</u>
Net changes	<u>5,662</u>
Balance as of December 31, 2023	<u><u>\$952,709</u></u>

Sensitivity to the Total OPEB Liability to Change in the Discount Rate

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

	1.00% Decrease (2.77%)	Current Discount Rate (3.77%)	1.00% Increase (4.77%)
Total OPEB Liability	<u>\$ 1,033,046</u>	<u>\$952,709</u>	<u>\$760,385</u>

Note 7 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Total OPEB Liability (Continued)

Sensitivity to Total OPEB Liability to Change in the Health Cost Trend Rate

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

	1.00% Decrease	Current Rate	1.00% Increase
Total OPEB Liability	\$741,267	\$952,709	\$1,063,669

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2023 City Court recognized OPEB expense of \$215,254. As of December 31, 2023, City Court reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Difference between expected and actual experience	\$ 56,106	\$ (35,604)
Change in assumptions	6,857	(277,719)
Changes in proportion	60,055	(95,286)
Totals	\$ 123,018	\$ (408,609)

Note 7 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Total OPEB Liability (Continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

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

Year Ending December 31,	Amount
2024	\$(129,537)
2025	(76,907)
2026	(75,293)
2027	(3,854)
Total	\$(285,591)

Note 8 - DEFINED BENEFIT PENSION PLANS

a) Parochial Employees' Retirement System

Plan Description. City Court contributes to Plan B of the Parochial Employees' Retirement System of Louisiana ("System"), a cost-sharing, multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the State of Louisiana or any governing body or a parish which employs persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B. Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date.

The Retirement System is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2025, specifically and other general laws of the State of Louisiana.

Eligibility. All permanent parish government employees, including City Court, who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

a) Parochial Employees' Retirement System (Continued)

Benefits Provided. The System provides retirement, deferred retirement, disability and death benefits. Retirement benefits are generally equal to 2.0% of the member's final average compensation multiplied by the years of creditable service. For members hired prior to January 1, 2007 they may retire with full benefits at age 55 upon completing 30 years of service, at age 60 after completing 10 years of service or retire at age 65 after completing 7 years of service. For members hired after January 1, 2007 they may retire with full benefits at age 55 after completing 30 years of service, at age 62 after completing 10 years of service or at age 67 after completing 7 years of service.

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the System. When a member enters DROP their status changes from active to retired even though they continue to work and draw their salary for up to three years. During the three year period, employer contributions continue but employee contributions cease. The election to participate in DROP is irrevocable once participation begins. Retirement benefits that would be paid, had the person ceased employment, are paid into the DROP account. Upon termination of employment a participant in DROP may receive a lump sum equal to payments into the participant's account, an annuity or a roll over to an Individual Retirement Account. Members hired before January 1, 2007 with 5 or more years of service who becomes disabled may receive retirement benefits determined in the same manner as retirement benefits. Members hired after January 1, 2007 with 7 or more years of service who become disabled may receive retirement benefits determined in the same manner as retirement benefits. Death benefits are payable to eligible surviving dependents based on the deceased member's years of creditable service and compensation and the dependent's relationship to the deceased member. The System provides permanent benefit increases, cost of living adjustments (COLA) as approved by the State Legislature.

Contributions. According to state statute, contributions for all employers are actuarially determined each year. For the year ending December 31, 2022, the actuarial employer contribution rate was 4.93% of member's compensation. However, the actual rate for both the fiscal years ending December 31, 2022 and 2021 was 7.50%.

According to state statute, the System also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

a) Parochial Employees' Retirement System (Continued)

Contributions to the System from City Court were \$57,053 for the year ended December 31, 2023. Contribution rates for the year ended December 31, 2023 was 7.50% for employers and 3.00% for employees.

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension asset as of December 31, 2023 are as presented below:

Valuation Date	December 31, 2022
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.40%, net investments expense, including inflation.
Project Salary Increases	4.25% (2.30% inflation, 1.95% merit).
Inflation Rate	2.30%
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

a) Parochial Employees' Retirement System (Continued)

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model pricing method (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ended December 31, 2022.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2022 are as follows:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	33.00%	1.17%
Equity	51.00%	3.58%
Alternatives	14.00%	0.73%
Real assets	2.00%	0.12%
Total	100.00%	5.60%
Inflation		2.10%
Expected Arithmetic Nominal Rate		7.70%

Discount Rate. The discount rate used to measure the total pension asset was 6.40%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those 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 long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

a) Parochial Employees' Retirement System (Continued)

Sensitivity of City Court's Proportionate Share of the Collective Net Pension Asset to Changes in the Discount Rate. The following presents City Court's proportionate share of the collective net pension asset using the discount rate of 6.40%, as well as what City Court's proportionate share of the net pension asset would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate as follows:

	1.0% Decrease (5.40%)	Current Discount Rate (6.40%)	1.0% Increase (7.40%)
Court's proportionate share of the net pension asset (liability)	\$473,996	\$(146,483)	\$(127,675)

Pension Plan Fiduciary Net Position. The Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on their financial statements for the year ended December 31, 2022. Access to the audit report can be found on the System's website, www.persla.org or on the Louisiana Legislative Auditor's website, www.la.la.gov.

b) Louisiana State Employees' Retirement System

Plan Description. The Judge for City Court is provided with a pension through a cost-sharing multiple-employer defined benefit plan administered by the Louisiana State Employees' Retirement System (LASERS). Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) grants to the LASERS Board of Trustees and the Louisiana Legislature the authority to review administration, benefit terms, investments, and funding of the plan. LASERS issues a publicly available financial report that can be obtained at www.lasersonline.org.

Eligibility. All state employees, including the City Court judge, become members of LASERS' Defined Benefit Plan (DBP) as condition of employment, unless they elect to continue as a contributing member in any other retirement system for which they remain eligible for membership. Certain elected officials, including the City Court judge, and officials appointed by the Governor may, at their option, become members of LASERS.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

b) Louisiana State Employees' Retirement System (Continued)

Benefits Provided. LASERS provides retirement, deferred retirement, disability and death benefits for the members. Retirement benefits are generally equal to 3.5% of the average compensation multiplied by the years of creditable service. The City Court judges elected prior to July 1, 2006, may retire with full benefits at any age after completing 30 years of creditable service or at age 60 after completing 10 years of service. City Court judges elected to office on or after July 1, 2006 and before July 1, 2015 may retire at age 60 after completing 5 years of creditable services. The age limitation increases to 62 for City Court judges elected on or after July 1, 2015. Additionally, members may choose to retire with 20 years of service at any age with an actuarially reduced benefit. The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP their status changes from active to retired even though they continue to work and draw their salary for up to three years. During participation in DROP, retirement benefits which normally would be paid are separately tracked and invested in LASERS Self Directed Plan, which offers a variety of investment options. The election to participate in DROP is irrevocable once participation begins. Members with 10 or more years of service who become disabled may receive retirement benefits determined in the same manner as retirement benefits. Death benefits are payable to eligible surviving dependents based on the deceased member's compensation and the dependent's relationship to the deceased member. LASERS provides permanent benefit increases, cost of living adjustments (COLA) as approved by the State legislature.

Contributions. The employer contribution rate for all employees is established annually under La. R.S. 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. Contribution requirements of active employees, 7.5% if hired before July 1, 2006 and 8% if hired after June 30, 2006, are governed by Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401). City Court's contractually required composite contribution rate for the years ended June 30, 2023 and 2022 was 43.80%, of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability. Contributions to the pension plan from City Court were \$77,380 for the year ended December 31, 2023.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

b) Louisiana State Employees' Retirement System (Continued)

Actuarial Assumptions. The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial methods and assumptions, applied to all periods included in the measurement as presented below:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	2 years.
Investment Rate of Return	7.25% per annum, net investment expenses
Inflation Rate	2.30% per annum
Mortality Rates	Non-disabled members - The RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018.
	Disabled members - Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.
Termination, Disability, and Retirement	Termination, disability, and retirement assumptions were projected based on a five-year (2014-2018) experience study of the System's members.
Salary Increases	Salary increases were projected based on a 2014-2018 experience study of the System's members. The salary increase ranges for Judges start at a low of 2.60% and at a high of 5.10%.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

b) Louisiana State Employees' Retirement System (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (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 weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023 are summarized in the following table:

Asset Class	2023
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%

Discount Rate. 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 employee contributions will be made at the current contribution rate and that employer contributions from participating employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

b) Louisiana State Employees' Retirement System (Continued)

Sensitivity of City Court's Proportionate Share of the Collective Net Pension Liability to Changes in the Discount Rate. The following presents City Court's proportionate share of the collective net pension liability using the discount rate of 7.25%, as well as what City Court's proportionate share of the collective net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.25%) or one percentage-point higher (8.25%) than the current rate:

	1.0% Decrease (6.25%)	Current Discount Rate (7.25%)	1.0% Increase (8.25%)
Court's proportionate share of the net pension liability	<u>\$717,200</u>	<u>\$547,724</u>	<u>\$404,143</u>

c) Combined Balances

Pension Liability. As of December 31, 2023, City Court reported a net pension liability of \$694,207 for its proportionate share of the net pension liability for PERS and LASERS. The net pension liability was measured as of December 31, 2022 for PERS and June 30, 2023 for LASERS. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of the respective dates. City Court's proportion of the net pension liabilities was based on a projection of City Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2023, City Court's proportion of PERS' net pension asset was 0.6152%, which was a decrease of 0.0185% from its proportionate share measured as of December 31, 2022. As of June 30, 2023, City Court's proportionate share of LASERS' net pension liability was 0.00818% which is a decrease of 0.00025% to its proportionate share as of June 30, 2022.

Pension Expense. For the year ended December 31, 2023, City Court recognized pension expense of \$146,736.

Note 8 - DEFINED BENEFIT PENSION PLANS (Continued)

c) Combined Balances (Continued)

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2023, City Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources as follows:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 14,970	\$(29,281)
Net different between expected earnings on investments and actual	233,520	(5,492)
Change in assumptions	7,061	-
Change in proportion	2,817	(5,916)
Change in proportionate share of contributions	31,287	(4,692)
Contributions subsequent to the measurement date	<u>96,662</u>	<u>-</u>
	<u>\$386,317</u>	<u>\$(45,381)</u>

City Court reported \$96,662 as deferred outflows of resources related to pensions resulting from City Court's contributions subsequent to the measurement dates and will be recognized as a reduction of the net pension liability in the year ending 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:

<u>Year Ending December 31,</u>	<u>Amount</u>
2024	\$ 30,492
2025	12,430
2026	105,120
2027	<u>96,232</u>
Total	<u>\$244,274</u>

Note 9 - ON BEHALF PAYMENTS FROM TERREBONNE PARISH CONSOLIDATED GOVERNMENT

City Court recognizes as revenues and expenditures certain payments for personal services and other services and charges made by Terrebonne Parish Consolidated Government on behalf of City Court. This operating grant was agreed upon by the Parish Council and liable to increase or decrease every year due to operating budgets adopted by the Parish. As of December 31, 2023, the total operating grant revenue is as follows:

Personal services	\$950,785
Other services and charges	<u>41,948</u>
Total	<u>\$992,733</u>

Note 10 - SUBSEQUENT EVENTS

Management evaluates events occurring subsequent to the date of financial statements in determining the accounting for and disclosure of transactions and events that effect the financial statements. Subsequent events have been evaluated through June 18, 2024, which is the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF CHANGES IN CITY COURT'S TOTAL
OPEB LIABILITY AND RELATED RATIOS**

**City Court of Houma
Houma, Louisiana**

For the six years ended December 31, 2023

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability						
Service cost	\$ 13,273	\$ 27,125	\$ 30,599	\$ 35,915	\$ 22,987	\$ 54,788
Interest	35,119	21,501	26,492	41,397	31,334	79,832
Difference between expected and actual experience	5,452	89,059	(3,986)	(181,446)	46,027	(11,840)
Changes in assumptions or other inputs	(7,089)	(413,137)	14,700	(131,566)	274,439	(82,610)
Change in proportion	(13,613)	(47,632)	(2,820)	20,663	(16,057)	-
Change in benefit terms	-	-	-	-	-	(1,196,789)
Benefit payments	<u>(27,480)</u>	<u>(31,453)</u>	<u>(34,645)</u>	<u>(19,360)</u>	<u>(36,918)</u>	<u>(33,210)</u>
Net change in total OPEB liability	5,662	(354,537)	30,340	(234,397)	321,812	(1,189,829)
Total OPEB liability, beginning of year	<u>947,047</u>	<u>1,301,584</u>	<u>1,271,244</u>	<u>1,505,641</u>	<u>1,183,829</u>	<u>2,373,658</u>
Total OPEB liability, end of year	<u>\$ 952,709</u>	<u>\$ 947,047</u>	<u>\$ 1,301,584</u>	<u>\$ 1,271,244</u>	<u>\$ 1,505,641</u>	<u>\$ 1,183,829</u>
Covered employee payroll	<u>\$ 1,084,537</u>	<u>\$ 986,113</u>	<u>\$ 1,036,381</u>	<u>\$ 960,752</u>	<u>\$ 988,395</u>	<u>\$ 988,378</u>
Total OPEB liability as a percentage of covered employee payroll	<u>87.84%</u>	<u>96.04%</u>	<u>125.59%</u>	<u>132.32%</u>	<u>152.33%</u>	<u>119.77%</u>

Notes to Schedule:

Changes of benefit terms:

Effective January 1, 2019, a Medicare Advantage plan was introduced as an option for eligible retirees.

Changes in assumptions:

Discount rate	<u>3.77%</u>	<u>4.05%</u>	<u>1.84%</u>	<u>2.00%</u>	<u>2.75%</u>	<u>3.71%</u>
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Mortality rates:

- 2018 RPH-2014 Employee and Healthy Annuity, Generational with MP-2019.
- 2019 PubG.H-2010 (general) PubS.H-2010 (public safety) Employee and Healthy Annuitant, Generational with MP-2019.
- 2020 PubG.H-2010 (general) PubS.H-2010 (public safety) Employee and Healthy Annuitant, Generational with MP-2020.
- 2021 PubG.H-2010 (general) PubS.H-2010 (public safety) Employee and Healthy Annuitant, Generational with MP-2021.
- 2022 PubG.H-2010 (general) PubS.H-2010 (public safety) Employee and Healthy Annuitant, Generational with MP-2021.
- 2023 PubG.H-2010 (general) PubS.H-2010 (public safety) Employee and Healthy Annuitant, Generational with MP-2021.

The schedule is provided beginning with the City Court's year ended December 31, 2018 and is intended to show a ten year trend.

**SCHEDULE OF CITY COURT'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY (ASSET)**

City Court of Houma
Houma, Louisiana

For the nine years ended December 31, 2023

Parochial Employees' Retirement System

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
City Court's proportion of the net pension liability (asset)	<u>0.615246%</u>	<u>0.633650%</u>	<u>0.654120%</u>	<u>0.696266%</u>	<u>0.741210%</u>	<u>0.764843%</u>	<u>0.785340%</u>	<u>0.768340%</u>	<u>0.756950%</u>
City Court's proportionate share of the net pension liability (asset)	<u>\$ 146,483</u>	<u>\$(354,091)</u>	<u>\$(167,929)</u>	<u>\$ (50,366)</u>	<u>\$ 200,249</u>	<u>\$ (96,233)</u>	<u>\$ 102,021</u>	<u>\$ 137,100</u>	<u>\$ 63,395</u>
City Court's covered-employee payroll	<u>\$ 714,068</u>	<u>\$ 743,615</u>	<u>\$ 809,403</u>	<u>\$ 808,605</u>	<u>\$ 783,887</u>	<u>\$ 774,570</u>	<u>\$ 766,092</u>	<u>\$ 734,538</u>	<u>\$ 761,632</u>
City Court's proportionate share of the net pension liability as a percentage of its covered-employee payroll	<u>20.514%</u>	<u>-47.618%</u>	<u>-20.747%</u>	<u>-6.229%</u>	<u>25.546%</u>	<u>-12.424%</u>	<u>13.317%</u>	<u>18.665%</u>	<u>8.324%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>94.26%</u>	<u>114.20%</u>	<u>106.76%</u>	<u>102.05%</u>	<u>91.93%</u>	<u>104.02%</u>	<u>94.15%</u>	<u>93.48%</u>	<u>99.15%</u>

The schedule is provided beginning with the City Court's year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

**SCHEDULE OF CITY COURT'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY (ASSET)**

City Court of Houma
Houma, Louisiana

For the nine years ended December 31, 2023

Louisiana State Employees' Retirement System

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
City Court's proportion of the net pension liability (asset)	<u>0.008180%</u>	<u>0.008430%</u>	<u>0.008220%</u>	<u>0.007750%</u>	<u>0.007910%</u>	<u>0.008120%</u>	<u>0.008160%</u>	<u>0.007980%</u>	<u>0.789000%</u>
City Court's proportionate share of the net pension liability (asset)	<u>\$ 547,724</u>	<u>\$ 637,393</u>	<u>\$ 452,549</u>	<u>\$ 638,640</u>	<u>\$ 587,967</u>	<u>\$ 553,193</u>	<u>\$ 585,658</u>	<u>\$ 638,413</u>	<u>\$ 551,665</u>
City Court's covered-employee payroll	<u>\$ 170,100</u>	<u>\$ 163,566</u>	<u>\$ 156,848</u>	<u>\$ 154,650</u>	<u>\$ 152,445</u>	<u>\$ 151,944</u>	<u>\$ 150,018</u>	<u>\$ 149,664</u>	<u>\$ 146,585</u>
City Court's proportionate share of the net pension liability as a percentage of its covered-employee payroll	<u>322.00%</u>	<u>389.69%</u>	<u>288.53%</u>	<u>412.96%</u>	<u>385.69%</u>	<u>364.08%</u>	<u>390.39%</u>	<u>426.56%</u>	<u>376.34%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>68.40%</u>	<u>63.70%</u>	<u>72.80%</u>	<u>58.00%</u>	<u>62.90%</u>	<u>64.30%</u>	<u>62.50%</u>	<u>57.70%</u>	<u>62.70%</u>

The schedule is provided beginning with the City Court's year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

SCHEDULE OF CITY COURT CONTRIBUTIONS

City Court of Houma
Houma, Louisiana

For the nine years ended December 31, 2023

Parochial Employees' Retirement System

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	\$ 57,053	\$ 53,555	\$ 55,771	\$ 60,705	\$ 60,645	\$ 58,792	\$ 61,966	\$ 61,287	\$ 70,424
Contributions in relation to the contractually required contribution	<u>(57,053)</u>	<u>(53,555)</u>	<u>(55,771)</u>	<u>(60,705)</u>	<u>(60,645)</u>	<u>(58,792)</u>	<u>(61,966)</u>	<u>(61,287)</u>	<u>(70,424)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City Court's covered-employee payroll	<u>\$ 760,710</u>	<u>\$ 714,068</u>	<u>\$ 743,615</u>	<u>\$ 809,403</u>	<u>\$ 808,605</u>	<u>\$ 783,887</u>	<u>\$ 774,570</u>	<u>\$ 766,092</u>	<u>\$ 734,538</u>
Contributions as a percentage of covered-employee payroll	<u>7.50%</u>	<u>7.50%</u>	<u>7.50%</u>	<u>7.50%</u>	<u>7.50%</u>	<u>7.50%</u>	<u>8.00%</u>	<u>8.00%</u>	<u>9.59%</u>

The schedule is provided beginning with the City Court's year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

SCHEDULE OF CITY COURT CONTRIBUTIONS

City Court of Houma
Houma, Louisiana

For the nine years ended December 31, 2023

Louisiana State Employees' Retirement System

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	* \$ 77,380 *	\$ 71,888 *	\$ 69,974 *	\$ 66,245 *	\$ 62,801 *	\$ 59,694 *	\$ 57,393 *	\$ 56,138 *	\$ 53,064
Contributions in relation to the contractually required contribution	<u>(77,380)</u>	<u>(71,888)</u>	<u>(69,974)</u>	<u>(66,245)</u>	<u>(62,801)</u>	<u>(59,694)</u>	<u>(57,393)</u>	<u>(56,138)</u>	<u>(53,064)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City Court's covered-employee payroll	<u>\$ 174,844</u>	<u>\$ 165,621</u>	<u>\$ 161,617</u>	<u>\$ 154,650</u>	<u>\$ 154,992</u>	<u>\$ 151,894</u>	<u>\$ 150,382</u>	<u>\$ 149,664</u>	<u>\$ 146,585</u>
Contributions as a percentage of covered-employee payroll	<u>44.26%</u>	<u>43.41%</u>	<u>43.30%</u>	<u>42.84%</u>	<u>40.52%</u>	<u>39.30%</u>	<u>38.16%</u>	<u>37.51%</u>	<u>36.20%</u>

* Includes on-behalf payments from Terrebonne Parish Consolidated Government and the State of Louisiana.

The schedule is provided beginning with the City Court's year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

SUPPLEMENTARY INFORMATION

**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER**

City Court of Houma

Houma, Louisiana

December 31, 2023

Agency Head Name: Judge Matthew Hagen

Purpose

Salary	\$ 174,844 *
Benefits - insurance	17,041 *
Benefits - retirement	77,379 *
Benefit - other	-
Car allowance	-
Vehicle provided by government	-
Per diem	1,121
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	3,210
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Meals	-
	<hr/>
	<u>\$ 273,595</u>

* Includes on-behalf payments from the Terrebonne Parish Consolidated Government and the State of Louisiana.

JUSTICE SYSTEM FUNDING SCHEDULE -
COLLECTING/DISBURSING ENTITY AS REQUIRED BY
ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION

City Court of Houma
Houma, Louisiana

December 31, 2023

	First Six Month Period Ended June 30, 2023	Second Six Month Period Ended December 31, 2023
Beginning balance of amounts collected	\$ 329,826	\$ 335,618
Collections:		
Civil fees	568,575	568,576
Bond fees	32,300	32,301
Criminal court costs/fees	462,782	462,782
Subtotal collections	1,063,657	1,063,659
Disbursements to Governments and Nonprofits:		
Terrebonne Parish Consolidated Government, Criminal Court Costs/Fees	146,432	146,899
Terrebonne Parish Consolidated Government, Criminal Court Fines - other	14,836	15,377
City Court - General Fund, Criminal Court Costs/Fees	134,207	136,775
City Court - General Fund, Criminal Court Fines - other	10,650	7,091
District Attorney's Office, Criminal Court Costs/Fees	42,386	33,197
District Attorney's Office, Criminal Court Fines - other	4,516	4,499
Terrebonne Parish Indigent Defender Board, Criminal Court Costs/Fees	80,815	83,103
Terrebonne Parish Indigent Defender Board, Criminal Court Fines - other	120	127
Bayou Crime Stopper, Criminal Court Costs/Fees	3,753	4,108
State of Louisiana Treasurer, Criminal Court Fines - other	4,909	5,208
Louisiana Department of Health, Criminal Court Fines - other	1,825	2,172
Louisiana Commission on Law Enforcement, Criminal Court Fines - other	7,839	8,463

**Schedule 2
(Continued)**

	<u>First Six Month Period Ended June 30, 2023</u>	<u>Second Six Month Period Ended December 31, 2023</u>
Disbursements to Governments and Nonprofits: (Continued)		
Louisiana Supreme Court, Criminal Court Costs/Fees	1,304	1,303
Other, Criminal Court Fines - other	10,982	11,008
Terrebonne Parish Consolidated Government, Civil Court Costs/Fees	80,950	73,632
City Court - General Fund, Civil Court Costs/Fees	276,915	256,420
Secretary of State, Civil Court Costs/Fees	300	150
Housing Authority, Civil Court Costs/Fees	-	-
State of Louisiana Treasurer, Civil Court Costs/Fees	42,586	46,840
Terrebonne Parish Clerk of Court, Civil Court Costs/Fees	44,497	44,497
Louisiana Supreme Court, Civil Court Costs/Fees	782	799
Other, Civil Court Costs/Fees	56,824	56,822
Other, Civil Court Fines - other	571	359
Disbursements to Individuals/3rd Party Collection or Processing Agencies:		
Civil Fee Refunds	38,169	38,169
Bond Fee Forfeited/Refunds	51,697	49,040
	<u>1,057,865</u>	<u>1,026,058</u>
Subtotal disbursements/retainage		
	<u>1,057,865</u>	<u>1,026,058</u>
Ending balance of amounts collected but not disbursed/retained	<u>\$ 335,618</u>	<u>\$ 373,219</u>

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Honorable Judge Matthew H. Hagen,
City Court of Houma,
Houma, Louisiana.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General Fund of City Court of Houma (“City Court”), a component unit of Terrebonne Parish Consolidated Government, State of Louisiana, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise City Court’s basic financial statements, and have issued our report thereon dated June 18, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered City Court’s internal control over financial reporting (internal control) as a basis for determining 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 City Court’s internal control. Accordingly, we do not express an opinion on the effectiveness of City Court’s internal control.

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

Our consideration of internal control over financial reporting 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 weakness 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.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether City Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of City Court's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City Court's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Certified Public Accountants.

Houma, Louisiana,
June 18, 2024.

SCHEDULE OF FINDINGS AND RESPONSES

**City Court of Houma
Houma, Louisiana**

For the year ended December 31, 2023

Section I Summary of Auditor’s Results

a) Financial Statements

Type of auditor’s report issued: unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies) identified that are
not considered to be a material weakness? ___ Yes X None reported

Noncompliance material to financial statements noted? ___ Yes X No

b) Federal Awards

City Court of Houma did not expend federal awards in excess of \$750,000 during the year ended December 31, 2023 and therefore is exempt from the audit requirements under the *Uniform Guidance*.

Section II Financial Statement Findings

No financial statement findings were reported during the audit for the year ended December 31, 2023.

Section III Federal Award Findings and Questioned Costs

Not applicable.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

City Court of Houma Houma, Louisiana

For the year ended December 31, 2023

Section I Internal Control and Compliance Material to the Financial Statements

Internal Control

No material weaknesses were reported during the audit for the year ended December 31, 2022.

No significant deficiencies were reported during the audit for the year ended December 31, 2022.

Compliance

No compliance findings material to the financial statements were reported during the audit for the year ended December 31, 2022.

Section II Internal Control and Compliance Material to Federal Awards

City Court of Houma did not expend federal awards in excess of \$750,000 during the year ended December 31, 2022 and therefore is exempt from the audit requirements under the *Uniform Guidance*.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended December 31, 2022.

MANAGEMENT'S CORRECTIVE ACTION PLAN

City Court of Houma Houma, Louisiana

For the year ended December 31, 2023

Section I Internal Control and Compliance Material to the Financial Statements

Internal Control

No material weaknesses were reported during the audit for the year ended December 31, 2023.

No significant deficiencies were reported during the audit for the year ended December 31, 2023.

Compliance

No compliance findings material to the financial statements were reported during the audit for the year ended December 31, 2023.

Section II Internal Control and Compliance Material to Federal Awards

City Court of Houma did not expend federal awards in excess of \$750,000 during the year ended December 31, 2023 and therefore is exempt from the audit requirements under the *Uniform Guidance*.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended December 31, 2023.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANT’S REPORT ON
APPLYING AGREED-UPON PROCEDURES

Honorable Judge Matthew H. Hagen,
City Court of Houma,
Houma, Louisiana.

We have performed the procedures described in Schedule 3 on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period January 1, 2023 through December 31, 2023. City Court of Houma (“City Court”) management is responsible for those C/C areas identified in the SAUPs.

City 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 the 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 purpose. 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 responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in Schedule 3.

We were engaged by City Court to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the 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 these 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 City 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.

Bougeois Bennett, L.L.C.

Certified Public Accountants

Houma, Louisiana,
June 18, 2024.

SCHEDULE OF PROCEDURES AND ASSOCIATED FINDINGS
OF THE STATEWIDE AGREED-UPON PROCEDURES

City Court of Houma
Houma, Louisiana

For the year ended December 31, 2023

The required procedures and our findings are as follows:

1) Procedures Performed on City Court's Written Policies and Procedures:

A. Obtain and inspect City Court's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the City Court's operations:

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

Performance: Obtained and read the written policy for budgeting and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

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.

Performance: Obtained and read the written policy for purchasing and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

iii. **Disbursements**, including processing, reviewing, and approving.

Performance: Obtained and read the written policy for disbursements and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of each type of revenue or City Court fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, City Court fund forfeiture monies confirmation).

Performance: Obtained and read the written policy for receipts/collections and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

1) **Procedures Performed on City Court's Written Policies and Procedures: (Continued)**

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
Performance: Obtained and read the written policy for payroll and personnel and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- 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.
Performance: Obtained and read the written policy for contracting and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
Performance: Obtained and read the written policy for travel and expense reimbursement and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- viii. **Credit Cards** (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
Performance: Obtained and read the written policy for credit cards and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- 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 all employees, including elected officials, annually attest through signature verification that they have read City Court's ethics policy.
Performance: Obtained and read the written policy for ethics and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Performance: Obtained and read the written policy for debt service and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.

1) Procedures Performed on City Court's Written Policies and Procedures: (Continued)

- x. **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.

Performance: Obtained and read the written policy for information technology disaster recovery/business continuity and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

- 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.

Performance: Obtained and read the written policy for sexual harassment and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

2) Procedures Performed on City Court's Board:

- A. Obtain and inspect the board 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 met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

Performance: City Court is not required to have a Board; therefore, no meetings are held, and no minutes are recorded.

Exceptions: Not applicable

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

Performance: City Court is not required to have a Board; therefore, no meetings are held, and no minutes are recorded.

Exceptions: Not applicable

2) Procedures Performed on City Court's Board: (Continued)

- 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 unrestricted fund balance in the General Fund.

Performance: City Court is not required to have a Board; therefore, no meetings are held, and no minutes are recorded.

Exceptions: Not applicable

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Performance: City Court is not required to have a Board; therefore, no meetings are held, and no minutes are recorded.

Exceptions: Not applicable

3) Procedures Performed on City Court's Bank Reconciliations:

- A. Obtain a listing of City Court's bank accounts from management and management's representation that the listing is complete. Ask management to identify the main operating account. Select City Court's main operating account and select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain, and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

- 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);

Performance: Obtained monthly bank reconciliation for the month of December for the main operating bank account and 3 additional accounts. Inspected management's documentation for timely preparation of the bank reconciliations.

Exceptions: There were no exceptions noted.

- ii. Bank reconciliations include evidence that a member of management who does not manage cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

Performance: Inspected City Court's documentation for the December bank reconciliation for the 4 bank accounts selected and noted a member of management reviewed the reconciliation within one month of preparation.

Exceptions: There were no exceptions noted.

3) Procedures Performed on City Court's Bank Reconciliations: (Continued)

- iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement's closing date, if applicable.

Performance: Inspected reconciliations for items outstanding for more than 12 months from the statement closing date. We noted no checks outstanding for longer than 12 months from the statement closing date.

Exceptions: There were no exceptions noted.

4) Procedures Performed on City Court's Collections (Excluding Electronic Funds Transfers):

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/money order (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).

Performance: Obtained the listing of deposit sites from management and received management's representation in a separate letter. City Court only has one deposit site.

Exceptions: There were no exceptions noted.

- 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 (e.g., 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:

Performance: Obtained the listing of collection locations from management and received management's representation in a separate letter that the listing is complete. City Court has 4 collection locations.

Exceptions: There were no exceptions noted.

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

4) Procedures Performed on City Court's Collections (Excluding Electronic Funds Transfers): (Continued)

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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 responsible for collecting cash, unless another employee verifies the reconciliation.

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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 enforced during the fiscal period.

Performance: Obtained a copy of the bonds and a listing of all employees covered by the bonds. The bonds were in force during the fiscal period.

Exceptions: There were no exceptions noted.

D. Randomly select 2 deposit dates for each of City Court's 3 bank accounts selected for procedures #3A under "Procedures Performed on City Court's Bank Reconciliations" (select the next deposit date chronologically if no deposits were made on the dates selected and randomly select a deposit if multiple deposits were made on the same day). Obtain supporting documentation for each of the deposits selected and:

i. Observe that receipts are sequentially pre-numbered.

Performance: Obtained supporting documentation for the selected deposits and observed that receipts were sequentially pre-numbered.

Exceptions: There were no exceptions noted.

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

Performance: Traced supporting documentation to the deposit slip.

Exceptions: There were no exceptions noted.

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

Performance: Traced deposit slip total to actual deposit per bank statement.

Exceptions: There were no exceptions noted.

4) Procedures Performed on City Court's Collections (Excluding Electronic Funds Transfers): (Continued)

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

Performance: Observed that the deposits tested were made within one business day of receipt.

Exceptions: There were no exceptions noted.

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

Performance: Traced the actual deposit per the bank statement to the general ledger.

Exceptions: There were no exceptions noted.

5) Procedures Performed on City Court's 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).

Performance: Obtained a listing of locations that process payments for the fiscal period from management and received management's representation in a separate letter. City Court only has one location that processes payments.

Exceptions: There were no exceptions noted.

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

Performance: Obtained a listing of employees involved in non-payroll purchasing and payment functions and reviewed written policies and procedures related to employee job duties. Observed if the job duties were properly segregated.

Exceptions: There were no exceptions noted.

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

Performance: Obtained a listing of employees involved in initiating a purchase request, approving a purchasing, and placing an order/making a purchase.

Observed at least two employees are involved.

Exceptions: There were no exceptions noted.

5) Procedures Performed on City Court's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

- i. At least two employees are involved in processing and approving payments to vendors.
Performance: Obtained a listing of employees involved in processing and approving payments to vendors. Observed at least two employees are involved.
Exceptions: There were no exceptions noted.
 - ii. The employees responsible for processing payments are prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.
Performance: Obtained a listing of employees involved in processing payments to vendors. Observed if any employees involved are adding/modifying vendor files.
Exceptions: There were no exceptions noted.
 - iii. 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.
Performance: Obtained a listing of employees involved with signing and mailing checks.
Exceptions: There were no exceptions noted.
 - iv. 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 means.
Performance: City Court does not utilize ACH or EFT functions for payments other than payroll related transactions.
Exceptions: Not applicable
- C. For each location selected under procedure #5A, obtain City Court'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:
- Performance: Obtained City Court's non-payroll disbursement transaction population and management's representation that the population is complete.
Exceptions: There were no exceptions noted.
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by City Court.
Performance: Observed that the 5 disbursements matched the related original invoice/billing statements and documentation that the deliverables were received.
Exceptions: There were no exceptions noted.

5) Procedures Performed on City Court's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

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

Performance: Observed that the 5 disbursements included evidence of segregation of duties.

Exceptions: There were no exceptions noted.

- D. Using City Court's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per City Court's policy, and (b) approved by the required number of authorized signers per City Court's policy.

Performance: City Court does not utilize ACH or EFT functions for payments other than payroll related transactions.

Exceptions: Not applicable

6) Procedures Performed on City Court's 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.

Performance: Obtained a listing of all active credit cards, debit cards, fuel cards, and P-cards and management's representation that the population is complete. City Court has only 2 credit cards. Observed all active cards for the fiscal period, including the card numbers and the names of the persons who maintain possession of the cards.

Exceptions: There were no exceptions noted.

- 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, rotating cards each year. Select one monthly statement or combined statement for each card (for a debit card, select one monthly bank statement), obtain supporting documentation, and:

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.

Performance: Observed evidence that the statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Exceptions: There were no exceptions noted.

**6) Procedures Performed on City Court’s Credit Cards, Debit Cards, Fuel Cards, P-Cards:
(Continued)**

- ii. Observe that finance charges and/or late fees were not assessed on the selected statements.

- Performance: Observed if finance charges and/or late fees assessed on the selected statements. There were no such charges or fees noted.

- Exceptions: There were no exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #6B, excluding fuel cards, select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, report whether the transaction is supported by:

- i. An original itemized receipt that identifies precisely what was purchased.

- Performance: Observed if the transactions from the monthly statements were supported by original itemized receipts that identifies precisely what was purchased.

- Exceptions: There were no exceptions noted.

- ii. Written documentation of the business/public purpose.

- Performance: Observed the transactions from the monthly statements were supported with written documentation of the business/public purpose.

- Exceptions: There were no exceptions noted.

- iii. Documentation of the individuals participating in meals (for meal charges only).

- Performance: Inspected the transactions from the monthly statements and they did not have any individuals participating in meals.

- Exceptions: There were no exceptions noted.

**7) Procedures Performed on City Court’s 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:

- Performance: Obtained a list of all travel and travel-related expense reimbursements.

- Management’s representation of the listing was confirmed in a separate letter.

- Exceptions: There were no exceptions noted.

7) Procedures Performed on City Court's Travel and Travel-Related Expense Reimbursements (Excluding Card Transactions): (Continued)

- 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).

- Performance: Inspected travel and travel-related expense reimbursements and observed per diem rates used were the GSA rates.

- Exceptions: There were no exceptions noted.

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

- Performance: Inspected travel and travel-related expense reimbursements to observe that expenses using actual costs were supported by an itemized receipt.

- Exceptions: There were no exceptions noted.

- 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 Policies and Procedures procedure #1A(vii).

- iv. Performance: Inspected travel and travel-related expense reimbursement to observe that expenses included the business purpose.

- Exceptions: There were no exceptions noted.

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

- Performance: Inspected travel and travel-related expense reimbursement to observe that expenses included approval by someone other than the person receiving reimbursement.

- Exceptions: There were no exceptions noted.

8) Procedures Performed on City Court's 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:

- Performance: Obtained 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 and received management's representation of completeness in a separate letter.

- Exceptions: There were no exceptions noted.

8) Procedures Performed on City Court's Contracts: (Continued)

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
Performance: Observed that the contracts selected were bid in accordance with the Louisiana Public Bid Law. None of the contracts were subject to Louisiana Public Bid Law.
Exceptions: There were no exceptions noted.
- ii. Observe that the contract was approved by the governing body/District Council, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
Performance: Inspected contract documentation. All were approved by the Court Administrator.
Exceptions: There were no exceptions noted.
- 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 (i.e., if approval is required for any amendment, the documented approval).
Performance: Observed the contracts selected and noted no contract amendments.
Exceptions: There were no exceptions noted.
- 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.
Performance: Inspected payments for each of the contracts, obtained supporting invoices, agreed invoices to the contract terms, and observed invoices related to the payment agreed to terms and conditions of the contract.
Exceptions: There were no exceptions noted.

9) Procedures Performed on City Court's Payroll and Personnel:

- A. 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.
Performance: Obtained the listing of employees with their related salaries from management and received management's representation of completeness in a separate letter.
Exceptions: There were no exceptions noted.
- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:

9) Procedures Performed on City Court's Payroll and Personnel: (Continued)

- i. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
Performance: Selected one pay period to test attendance and leave taken during that period. Inspected time sheets for record of attendance and leave during that period for the selected employees/officials.
Exceptions: There were no exceptions noted.
 - ii. Observe that supervisors approved the attendance and leave of the selected employees/officials.
Performance: Inspected time sheets for approval of attendance and leave by the supervisors for the selected employee/officials.
Exceptions: There were no exceptions noted.
 - iii. Observe that any leave accrued or taken during the pay period is reflected in City Court's cumulative leave records.
Performance: Observed the leave records maintained by City Court to ensure leave taken during the period was reflected in the records.
Exceptions: There were no exceptions noted.
 - iv. Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
Performance: Inspected and agreed the rate paid to employees to the pay rate in the personnel files.
Exceptions: There were no exceptions noted.
- C. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select 2 employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and City Court's policy on termination payments. Agree the hours to the employees'/officials' cumulative leave records, agree the pay rates to the employees'/officials' authorized pay rates in the employees'/officials' personnel files, and agree the termination payment to City Court's policy.
Performance: Obtained a listing of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. Agreed the hours to the employees' cumulative leave records, agreed the pay rates to the employees' authorized rates in the employees' personnel file and agreed the termination payment to City Court's policy.
Exceptions: There were no exceptions noted.

9) Procedures Performed on City Court’s Payroll and Personnel: (Continued)

- 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.

Performance: Obtained representation that employer and employee’s portion of third-party related amounts were paid and filed by the required deadlines.

Exceptions: There were no exceptions noted.

10) Procedures Performed on City Court’s Ethics:

- A. Using the 5 selected employees/officials from procedure #9A under “Procedures Performed on City Court’s Payroll and Personnel”, obtain ethics compliance documentation from management and:

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

Performance: Inspected personnel files and ethics course completion certificates for the 5 employees tested.

Exceptions: There were no exceptions noted.

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

Performance: There were no changes to the ethics policy during the year.

Exceptions: There were no exceptions noted.

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

Performance: We inquired as to whether City Court appointed an ethics designee. The Court Administrator is City Court’s ethics designee.

Exceptions. There were no exceptions noted.

11) Procedures Performed on City Court’s Debt Service:

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

Performance: Inquired of management regarding a listing of bonds/notes issued during the fiscal period, none were noted.

Exceptions: There were no exceptions noted.

11) Procedures Performed on City Court's Debt Service: (Continued)

- 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.

Performance: Inquired of management regarding a listing of bonds/notes outstanding at the end of the fiscal period, none were noted.

Exceptions: There were no exceptions noted.

12) Procedures Performed on City Court's 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 City Court reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which City Court is domiciled as required by R.S. 24:523.

Performance: Inquired of management of any misappropriations of public funds and assets during the fiscal period. No instances were noted.

Exceptions: There were no exceptions noted.

- B. Observe City Court 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.

Performance: Inspected the fraud notice posted on the premises and website concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: There were no exceptions noted.

13) Procedures Performed on City Court's 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 City Court's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personal responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on City Court's local server or network, and (c) was encrypted.

Performance: We performed the procedure and discussed the results with management.

**13) Procedures Performed on City Court’s Information Technology Disaster Recovery/
Business Continuity: (Continued)**

- ii. Obtain and inspect City Court’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.

Performance: We performed the procedure and discussed the results with management.

- iii. Obtain a listing of City Court’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.

Performance: We performed the procedure and discussed the results with management.

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

Performance: We performed the procedure and discussed the results with management.

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

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

Performance: We performed the procedure and discussed the results with management.

14) Procedures Performed on City Court’s Prevention of Sexual Harassment:

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

Performance: Examined sexual harassment training documentation for the 5 employees tested.

Exceptions: There were no exceptions noted.

14) Procedures Performed on City Court's Prevention of Sexual Harassment: (Continued)

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

Performance: Observed the sexual harassment policy and complaint procedure on City Court's website.

Exceptions: There were no exceptions noted.

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

Performance: Obtained the annual sexual harassment report for the current fiscal period.

Exceptions: There were no exceptions noted.

- i. Number and percentage of public servants in the agency who have completed the training requirements.

Performance: Obtained the annual sexual harassment report and observed it contained the above requirement.

Exceptions: There were no exceptions noted.

- ii. Number of sexual harassment complaints received by the agency.

Performance: Obtained the annual sexual harassment report and observed it contained the above requirement.

Exceptions: There were no exceptions noted.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred.

Performance: Obtained the annual sexual harassment report and observed it contained the above requirement.

Exceptions: There were no exceptions noted.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.

Performance: Obtained the annual sexual harassment report and observed it contained the above requirement.

Exceptions: There were no exceptions noted.

- v. Amount of time it took to resolve each complaint.

Performance: Obtained the annual sexual harassment report and observed it contained the above requirement.

Exceptions: There were no exceptions noted.

Management's Overall Response to Exceptions:

No exceptions noted.