

BASIC FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT

CITY COURT OF LAKE CHARLES, LOUISIANA
CITY OF LAKE CHARLES, LOUISIANA

December 31, 2023

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INDEPENDENT AUDITORS' REPORT

Honorable Jamie B. Bice
Honorable Ronald C. Richard

City Court of Lake Charles
Lake Charles, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City Court of Lake Charles, Louisiana, a component unit of the City of Lake Charles, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City Court of Lake Charles'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, each major fund, and the aggregate remaining fund information of the City Court of Lake Charles, as of December 31, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City Court of Lake Charles and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from

material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City Court of Lake Charles'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.

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City Court of Lake Charles's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City Court of Lake Charles'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 budgetary comparison information on pages 36-39, Schedule of Employer's Proportionate Share of Net Pension Liability on page 40, Schedule of Employer's Pension Contributions on page 41, and Notes to the Required Supplementary Information on page 42 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.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although

not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City Court of Lake Charles's basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Heads and the Justice Funding Schedule – Collecting/Disbursing entity, 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary 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 11, 2024, on our consideration of the City Court of Lake Charles, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the City Court of Lake Charles's 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 of Lake Charles's internal control over financial reporting and compliance.



Lake Charles, Louisiana
June 11, 2024

BASIC FINANCIAL STATEMENTS

Governmental-Wide Financial Statements (GWFS)

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**STATEMENT OF NET POSITION
December 31, 2023**

ASSETS

Current assets:

Cash	\$ 50,446
Accounts receivable	12,598
Total current assets	63,044

Noncurrent assets:

Cash-restricted	193,852
Capital assets, net of accumulated depreciation	103,214
Total noncurrent assets	297,066

Total assets 360,110

Deferred outflow of resources:

Pension related	73,093
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Total assets and deferred outflow of resources \$ 433,203

LIABILITIES

Current liabilities:

Accrued liabilities	\$ 5,903
Compensated absences	53,492
Due to other agencies	39,864
Due to other funds	144,332
Total current liabilities	243,591

Net pension liability due after one year 601,614

Total liabilities 845,205

Deferred inflows of resources:

Pension related	6,793
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NET POSITION

Net investment in capital assets	103,214
Restricted - judicial building	74,130
Restricted - building maintenance	122,387
Unrestricted	(718,526)
Total net position	(418,795)

Total liabilities, deferred inflows of resources and net position \$ 433,203

See accompanying notes and independent auditors' report.

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2023**

Activities	Expenses	Program Revenues					Net (Expense) Revenues and Changes in Net Assets
		Fees and Charges for Services	Operating Grants and Contributions	Judicial Expense	Judicial Building	Judicial Building Maintenance	Governmental Activities
Governmental Activities:							
Judicial	\$ 1,735,428	\$ 256,840	\$ 1,159,032	\$ 268,614	\$ 61,894	\$ 29,873	\$ 40,825
Total Governmental Activities	<u>\$ 1,735,428</u>	<u>\$ 256,840</u>	<u>\$ 1,159,032</u>	<u>\$ 268,614</u>	<u>\$ 61,894</u>	<u>\$ 29,873</u>	40,825
						General revenues:	
						Interest	4,167
						Miscellaneous	<u>3,632</u>
						Total general revenues	<u>7,799</u>
						Change in net position	48,624
						Net position - beginning of year, restated	<u>(467,419)</u>
						Net position - end of year	<u>\$ (418,795)</u>

See accompanying notes and independent auditors' report.

Fund Financial Statements

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**BALANCE SHEET - GOVERNMENTAL FUNDS
December 31, 2023**

Governmental Funds					
Special Revenue Funds					
	General Fund	Judicial Expense	Judicial Building	Judicial Building Maintenance	Total
ASSETS					
Cash	\$ 50,446	\$ -	\$ -	\$ -	\$ 50,446
Accounts receivable	9,933	-	1,835	830	12,598
Cash-restricted	-	-	72,295	121,557	193,852
Total assets	\$ 60,379	\$ -	\$ 74,130	\$ 122,387	\$ 256,896
LIABILITIES					
Accrued liabilities	\$ 5,903	\$ -	\$ -	\$ -	\$ 5,903
Compensated absences	53,492	-	-	-	53,492
Due to other agencies	39,864	-	-	-	39,864
Due to other funds	144,332	-	-	-	144,332
Total liabilities	243,591	-	-	-	243,591
FUND BALANCES					
Assigned	-	-	74,130	122,387	196,517
Unassigned	(183,212)	-	-	-	(183,212)
Total fund balances	(183,212)	-	74,130	122,387	13,305
Total liabilities and fund balances	\$ 60,379	\$ -	\$ 74,130	\$ 122,387	\$ 256,896

See accompanying notes and independent auditors' report.

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS - TO THE
STATEMENT OF NET POSITION
For the Year Ended December 31, 2023**

FUND BALANCE OF GOVERNMENTAL FUNDS	\$ 13,305
<p>Amounts reported for governmental activities in the statement of activities are different due to the following:</p>	
<p>Certain long-term assets are not reported in the financial statements because they are not available to pay current-period expenditures, but they are reported as assets in the statement of net position.</p>	
Deferred outflows - pension related	73,093
<p>Capital outlay is reported in governmental funds as expenditures. However, in the statement of activities, the cost of the asset is allocated over the estimated useful lives as depreciation expense.</p>	
Capital outlay	318,149
Accumulated depreciation	<u>(214,935)</u>
	103,214
<p>Government funds do not report changes in long term liabilities as expenditures. However, the following changes in long-term liabilities do appear in the statement of activities since the liabilities are reported on the Statement of Net Position.</p>	
Net pension liability	(601,614)
Deferred inflows - pension related	<u>(6,793)</u>
	<u>(608,407)</u>
Total net position of governmental activities at December 31, 2023	<u>\$ (418,795)</u>

See accompanying notes and independent auditors' report.

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Year Ended December 31, 2023**

	Governmental Funds				
	General Fund	Special Revenue Funds			Total
		Judicial Expense	Judicial Building	Judicial Building Maintenance	
Revenues:					
Charges for services	\$ 90,941	\$ 268,614	\$ 61,894	\$ 29,873	\$ 451,322
Court costs and fines	165,899	-	-	-	165,899
Interest income	745	-	770	2,653	4,168
Miscellaneous	3,632	-	-	-	3,632
On-behalf payments:					
City government	1,033,675	-	-	-	1,033,675
Parish government	21,203	-	-	-	21,203
State government	104,154	-	-	-	104,154
Total revenues	<u>1,420,249</u>	<u>268,614</u>	<u>62,664</u>	<u>32,526</u>	<u>1,784,053</u>
Expenditures:					
Salaries, wages and benefits	1,627,037	-	-	-	1,627,037
Bank service charges	4	-	-	-	4
Building expense	50,601	-	-	-	50,601
Dues and subscriptions	5,074	-	-	-	5,074
Maintenance	104	-	-	-	104
Miscellaneous	5,060	-	-	-	5,060
Office expense	19,913	-	-	-	19,913
Professional development & training	23,012	-	-	-	23,012
Rent	2,340	-	-	-	2,340
Telephone	5,481	-	-	-	5,481
Intergovernmental transfer	-	-	9,804	-	9,804
Capital outlay	-	-	-	-	-
Total expenditures	<u>1,738,626</u>	<u>-</u>	<u>9,804</u>	<u>-</u>	<u>1,748,430</u>
(Deficiency) excess of revenues over expenditures	(318,377)	268,614	52,860	32,526	35,623
Other Financing Sources (Uses)					
Operating transfers in	394,803	-	-	-	394,803
Operating transfers (out)	-	(268,614)	(12,613)	(113,576)	(394,803)
Total other financing sources (uses)	<u>394,803</u>	<u>(268,614)</u>	<u>(12,613)</u>	<u>(113,576)</u>	<u>-</u>
Net changes in fund balance	76,426	-	40,247	(81,050)	35,623
Fund balance - beginning - restated	<u>(259,638)</u>	<u>-</u>	<u>33,883</u>	<u>203,437</u>	<u>(22,318)</u>
Fund balance - ending	<u>\$ (183,212)</u>	<u>\$ -</u>	<u>\$ 74,130</u>	<u>\$ 122,387</u>	<u>\$ 13,305</u>

See accompanying notes and independent auditors' report.

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2023**

Total net change in fund balance - governmental funds \$ 35,623

Amounts reported for governmental activities in the statement of activities are different due to the following:

Capital outlay is reported in governmental funds as expenditures. However, in the statement of activities, the cost of the asset is allocated over the estimated useful lives as depreciation expense.

Capital outlay	-
Depreciation expense	(25,878)
	<hr style="width: 100%; border: 0.5px solid black;"/>
	(25,878)

Government funds do not report changes in long term liabilities as expenditures. However, the following changes in long-term liabilities do appear in the statement of activities since the liabilities are reported on the Statement of Net Position.

Pension contribution subsequent to the measurement date	105,559
Pension expense	(66,680)
	<hr style="width: 100%; border: 0.5px solid black;"/>
	38,879
	<hr style="width: 100%; border: 0.5px solid black;"/>

Total changes in net position at December 31, 2023 per Statement of Activities \$ 48,624

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**STATEMENT OF FIDUCIARY NET POSITION - CUSTODIAL FUND
December 31, 2023**

	<u>Advanced Court Cost Fund</u>
ASSETS	
Cash	\$ 671,518
Due from general fund	144,332
Receivables for civil cases	2,535
Total assets	<u>\$ 818,385</u>
NET POSITION	
Restricted for:	
Individuals, organizations, and other governments	<u>\$ 818,385</u>
Total net position	<u>\$ 818,385</u>

See accompanying notes and independent auditors' report.

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - CUSTODIAL FUND
For the Year Ended December 31, 2023**

	Advanced Court Cost Fund
ADDITIONS:	
Court costs/fines	\$ 1,230,422
Interest income	9,093
Total additions	1,239,515
DEDUCTIONS:	
Refunds to individuals/businesses	199,070
Payments to other governments	649,513
Transfers to governmental funds	295,794
Total Deductions	1,144,377
Change in fiduciary position	95,138
Net position, beginning of year, restated	723,247
Net position, end of year	\$ 818,385

See accompanying notes and independent auditors' report.

Notes to the Financial Statements

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

INTRODUCTION

The City Court of Lake Charles, Louisiana (the “City Court”) was created under the authority of Louisiana Revised Statutes (“LRS”) 13:1952. The City Court has jurisdiction within the Third Ward of Calcasieu Parish and has the authority to decide certain juvenile, traffic and criminal matters, as well as civil disputes, up to \$50,000. City Court revenues include court costs on civil and criminal cases, and other revenues.

The accounting and reporting policies of the City Court conform with generally accepted accounting principles applicable to governments. The Governmental Accounting Standards Board (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. REPORTING ENTITY

The City Court is fiscally dependent on the City of Lake Charles (the “City”). The City owns the building in which the City Court operates and provides funds for salaries. Because the City Court is fiscally dependent on the City, the City Court was determined to be a component unit of the City, the financial reporting entity. The accompanying financial statements presents information only on the funds maintained by the City Court and does not present information on the City, the general governmental services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

B. BASIS OF PRESENTATION

The City Court uses fund accounting to maintain its financial records and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain City Court functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental-Wide Financial Statements

The governmental-wide financial statements include a Statement of Net Position and the Statement of Activities. These statements report information on all of the non-fiduciary activities of the primary government. Internal service fund activity is eliminated to avoid duplicating revenues and expenses. Fiduciary funds are also excluded from the governmental-wide financial statements.

The Statement of Net Position and the Statement of Activities report financial information for the City Court as a whole so that individual funds are not displayed. However, the Statement of Activities reports the expense of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) court cost charges to users for the City Court’s services; (2) court cost charges which finance repayment of the principal and interest on the building loan agreement with the City; (3) maintenance; (4) judicial expense; and (5) judicial building. These revenues are subject to externally imposed restrictions to these program uses. Other revenue sources not properly included with program revenues are reported as general revenues.

Fund Financial Statements

The City Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

B. BASIS OF PRESENTATION – (Continued)

GOVERNMENTAL FUNDS

General Fund - The General Fund is the general operating fund of the City Court. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - Special Revenue Funds are used to account for all specific revenue sources that are legally restricted to expenditures for specified purposes.

Judicial Expense Fund – This fund contains the transfers the judges’ fees earned from the civil fund. Funds are accumulated and used only to pay the judges in years that their salary falls below the legal maximum allowed. The remainder of this fund is utilized in accordance with Louisiana Statute RS 13:996, stating that this fund is established and may be used for any purpose or purposes connected with, incidental to or related to the proper administration or function of the City Court.

Judicial Building Fund - In accordance with Louisiana Statute RS 13:1899, the City Court collects a filing fee and places it in an account dedicated exclusively to the acquisition, leasing, construction, equipping and maintenance of new and existing city court buildings.

Building Maintenance Fund – In accordance with Louisiana Statute RS 13:2080.1, the City Court collects from every person filing any type of civil suit or proceeding, and who is not otherwise exempt by law from payment of court cost, an additional sum to be placed in a separate account designated as the Building Maintenance Fund. This fund is established and may be used for any capital improvements for the building housing the city court.

FIDUCIARY FUND TYPES

Custodial Fund - The custodial funds are used to account for assets held by the City Court as an agent for individuals, other governments, and/or other funds. These funds do not involve measurement of results in operations.

Advanced Court Costs Fund- Advanced court costs are deposits made by plaintiffs who file civil suits. These deposits are recorded as a liability. The court acts only as a collection agent for fees in civil matters. As the suits are processed, the various fees earned are paid out on a monthly basis. Thus, the activity in this account is not reflected in the statement of revenues collected and expenditures paid. After a case is dismissed, any excess deposit is refunded to the plaintiff.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

C. MEASUREMENT FOCUS AND BASIC ACCOUNTING

Measurement focus refers to what is being measured. Basis of accounting refers to when revenues and expenditures (or expenses) are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources should be recognized when the exchange takes place. Therefore, governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the governmental-wide statements and the fund financial statements.

In the fund financial statements, governmental funds are accounted for using the modified accrual basis of accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the City Court, are charges to service and court costs and fines.

The City Court currently has one custodial fiduciary fund. Custodial funds are unlike all other types of funds, reporting only assets and liabilities. Therefore, custodial funds cannot be said to have a measurement focus. They do, however, use the accrual basis of accounting to recognize receivables and payables.

D. BUDGETS AND BUDGETARY ACCOUNTING

The Comptroller prepares a proposed budget and submits it to the City Court Judges prior to the beginning of each fiscal year. The operating budget includes proposed expenditures and the means of financing these expenditures.

Any revisions that alter total expenditures of any fund must be approved by the Judges. Formal budgetary integration is employed as a management control device during the year for the General and Special Revenue Funds. All budgetary appropriations lapse at the end of each fiscal year.

Budgets for the General and Special Revenue Funds are adopted on a modified accrual basis of accounting. Budgeted amounts are as originally adopted, or as amended by the City Court Judges.

E. CASH

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

F. CASH - RESTRICTED

These assets consist of cash deposits restricted for various purposes as detailed in Note 3.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

G. CAPITAL ASSETS AND DEPRECIATION

Capital assets are capitalized at historical costs. The City Court maintains a threshold level of \$2,500 or more for capitalizing assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. All capital assets are depreciated using the straight-line method over the following useful lives:

Office equipment	3 to 15 years
Furniture and fixtures	3 to 10 years
Software	5 to 10 years

Since surplus assets are sold for an immaterial amount when declared no longer needed by the City Court, no salvage value is taken into consideration for depreciation purposes.

H. COMPENSATED ABSENCES

All full-time and part-time employees earn from 10-25 days of vacation leave each year, depending upon length of service. Vacation leave is available for use by employees within thirty-six months of accrual. Employees shall accrue no more than 600 hours of annual leave. Upon resignation, termination or retirement, unused vacation leave up to 600 hours is paid to the employee at the employee's current rate of pay.

Sick leave is earned at the rate of 12-18 days per year, depending upon length of service, for all full-time employees. Unused sick leave may be accumulated from year to year. However, unused sick leave is forfeited upon termination unless employment reached more than 20 years. If the employee was hired on or before December 31, 2003, accumulation of sick leave shall not exceed 600 hours. If the employee was hired on or after January 1, 2004, accumulation of sick leave shall not exceed 400 hours.

At December 31, 2023, employees of the City Court have accumulated \$53,492 in leave privileges as shown in the statement of net position.

I. PENSIONS

For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Louisiana State Employees' Retirement System (LASERS) and additions to/deductions from LASERS' fiduciary net position have been determined on the same basis as they are reported by LASERS. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

J. ESTIMATES

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

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

K. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

In some instances, GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenue until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. At December 31, 2023, the City Court's deferred outflows and inflows of resources were attributable to its pension plan.

L. EQUITY CLASSIFICATION

In the governmental-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 and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

M. FUND EQUITY

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City Court is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- a. Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.
- b. Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- c. Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the City Judges. The judges are the highest level of decision making authority for the City Court. These amounts cannot be used for any other purpose unless the judges remove or change the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

M. FUND EQUITY – (Continued)

- d. Assigned: This classification includes amounts that are constrained by the City Court’s intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the judges or through the judges delegating this responsibility through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- e. Unassigned: This classification includes the residual fund balance for the General Fund.

The City Court typically uses restricted fund balances first, followed by committed, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

N. RECENTLY ADOPTED ACCOUNTING PRONOUNCEMENT

In May 2020, GASB approved Statement No. 96, “*Subscription-Based Information Technology Arrangements*.” The objective of this statement is to provide 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. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The provisions of GASB No. 96 must be implemented by the City Court for periods beginning after June 15, 2022, with earlier application encouraged. There was no effect on the financial statements as a result of implementing this statement.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

O. RESTATEMENT OF NET POSITION

In prior years, the City Court’s income earned in the Civil Fund for the General Fund was not recognized. The general fund balance, custodial fund balance, and governmental net position as of December 31, 2023 have been restated as follows:

	Governmental Activities
Total net position December 31, 2022 as previously reported	\$ (493,052)
Income earned for the year ended December 31, 2022	25,633
Total net position December 31, 2022, restated	\$ (467,419)
	General Fund
Total fund balance December 31, 2022 as previously reported	\$ (285,271)
Income earned for the year ended December 31, 2022	25,633
Total fund balance December 31, 2022, restated	\$ (259,638)
	Custodial Fund
Total fund balance December 31, 2022 as previously reported	\$ 748,876
Income earned for the year ended December 31, 2022	(25,633)
Total fund balance December 31, 2022, restated	\$ 723,243

2. CASH

At December 31, 2023, the City Court had cash and interest-bearing deposits (book balances) totaling \$915,816 for governmental and fiduciary funds. Of this amount, \$193,852 is restricted as described in Note 3.

In accordance with a fiscal agency agreement which is approved by the City Judges, the City Court maintains demand and time deposits through an administrator bank at participating local depository banks which are members of the Federal Reserve System. Deposits in excess of federally insured amounts are required by Louisiana state statute to be protected by collateral of equal market value. Authorized collateral includes general obligations of the U.S. Government, obligations issued or guaranteed by an agency established by the U.S. Government, general obligation bonds of any state of the U.S., or any Louisiana parish, municipality, or school district. The City Court’s bank and demand and time deposits at year end were fully collateralized.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

2. CASH – (Continued)

The following summary of deposit balances (bank balances) at December 31, 2023, and the related federal insurance and pledged securities were as follows:

Bank balances	<u>\$ 975,000</u>
Federal deposit insurance	\$ 250,000
Pledge securities	<u>1,169,812</u>
Total federal insurance and pledged securities	<u>\$ 1,419,812</u>

As of December 31, 2023, the City Court’s total bank balances were fully insured or collateralized with securities held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties and, therefore, not exposed to custodial credit risk.

3. CASH - RESTRICTED

Restricted assets described in Note 1(F) as of December 31, 2023 were as follows:

Cash deposits:

Judicial building fund	\$ 72,295
Building maintenance fund	<u>121,557</u>
	<u>\$ 193,852</u>

The City Court and the City completed the new City Court Building in 2013. The building is owned by the City. Included in the funding for the construction was a three-million-dollar loan to the City from the Calcasieu Parish Public Trust Authority. As per the loan agreement, the payment and security of the bonds will provide for a pledge by the City and the City Court of revenues collected by the City Court and deposited into the Judicial Building Fund and Judicial Maintenance Fund. The City Court will make annual payments equal to the current year’s debt service requirement if funds are available. The amount paid in principal and interest payments for 2023 was \$9,804.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

4. CAPITAL ASSETS

Capital assets and depreciation activity for the year ended December 31, 2023, were as follows:

	Balance 1/1/2023	Additions	Deletions	Balance 12/31/2023
Governmental activities:				
Capital assets being depreciated				
Office equipment	\$ 97,019	\$ -	\$ -	\$ 97,019
Furniture and fixtures	24,280	-	-	24,280
Software	196,850	-	-	196,850
Total at historical costs	318,149	-	-	318,149
Less accumulated depreciation:				
Office equipment	87,699	5,001	-	92,700
Furniture and fixtures	2,932	1,192	-	4,124
Software	98,426	19,685	-	118,111
Total accumulated depreciation	189,057	25,878	-	214,935
Total capital assets being depreciated, net	\$ 129,092	\$ (25,878)	\$ -	\$ 103,214

Depreciation was charged to governmental functions in the amount of \$25,878 for the year ended December 31, 2023.[#]
The entity had no infrastructure assets as of December 31, 2023.

5. RETIREMENT BENEFITS

Plan Descriptions

The City Court participates in two state-administered cost-sharing multiple-employer retirement systems, which together cover substantially all of the City’s full-time employees: Municipal Employees’ Retirement System (“MERS”) and Louisiana State Employees’ Retirement System (“LASERS”) of the State of Louisiana. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Article 10, Section 29 of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions to the state legislature. The systems issue annual, publicly-available financial reports that include financial statements and require supplementary information for the systems.

Although separately administered by their respective boards of trustees, these systems are established and regulated by acts of the Louisiana Legislature with respect to membership and contribution requirements, plan benefits, and actuarial determination of funding requirements as provided by the state constitution. The City Court of Lake Charles implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB 68. Additional disclosures with respect to GASB 68 to the City’s participation in these systems are provided below.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS– (Continued)

Generally accepted accounting principles require the City Court to recognize the difference between the actuarial total pension liability and the fair value of the legally restricted plan assets related to its participation in MERS, all cost-sharing, multiple employer defined benefit pension plans, as a net pension liability on the statement of net position.

In addition, the City Court is required to recognize its share of the deferred outflows and deferred inflows associated with its participation in the plan. However, because the City Court employees participate under the umbrella of the City (of which they are a component unit), their share of the net pension liability, deferred inflows and outflows are included in the City amounts. Information specific to the City Court needed to implement these accounting requirements is not readily available. As such, the City Court did not apply the provisions as required by generally accepted accounting principles for MERS. Information related to participation in these retirement plans can be found in the financial statements of the City as of September 30, 2022, which includes the City Court.

Plan description – LASERS

The City Court of Lake Charles has two judges participating in LASERS. The System was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of LRS 11:401, as amended, for eligible state officers, employees and their beneficiaries. The projection of benefit payments in the calculation of total pension liability includes all benefits to be provided to current active and inactive employees through LASERS in accordance with benefit terms and any legal agreements in force at the measurement date.

Benefits Provided

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

Retirement Benefits

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification. The rank and file members hired prior to July 1, 2006, may either retire with full benefits at any age upon completing 30 years of creditable service, at age 55 upon completing 25 years of credible service, and at age 60 upon completing ten years of creditable service depending on their plan. Those members hired between July 1, 2006 and June 30, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015 may retire at age 62 upon completing five years of creditable service. The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service depending on the applicable plan. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to July 1, 2006. For members hired July 1, 2006 or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of years of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement throughout their life, with certain benefits being paid to their designated beneficiary after their death.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS – (Continued)

Act 992 of the 2010 Louisiana Regular Legislative Session, changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire at age 60 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Hazardous duty members are eligible to retire with twelve years of creditable service at age 55, after 25 years of creditable service at any age or with a reduced benefit after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate, and judges a 3.5% accrual rate. The extra 1.0% accrual rate for each year of service for court officers, the governor, lieutenant governor, legislators, House clerk, sergeants at arms, or Senate secretary, employed after January 1, 2011, was eliminated by Act 992. Specialty plan and regular members, hired prior to January 1, 2011, who are hazardous duty employees have the option to transition to the new hazardous duty plan.

Act 226 of the 2014 Louisiana Regular Legislative Session established new retirement eligibility for members of LASERS hired on or after July 1, 2015, excluding hazardous duty plan members. Regular members and judges under the new plan are eligible to retire at age 62 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment. Members in the regular plan will receive a 2.5% accrual rate, and judges a 3.5% accrual rate, with the extra 1.0% accrual rate based on all years of service as a judge.

A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does not withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classification.

Deferred Retirement Options

The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan ("DROP"). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan ("SDP") which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

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

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS – (Continued)

Disability Benefits

Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age.

Upon reaching retirement age, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees.

For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation or 100% of final average compensation if the injury was the result of an intentional act of violence.

Survivor's Benefit

Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011 who was in state service at the time of death must have a minimum of five years of service credit, at least two of which were earned immediately prior to death, or who had a minimum of twenty years of service credit regardless of when earned in order for a benefit to be paid to a minor or handicapped child. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned. A deceased member's spouse must have been married for at least one year before death.

Cost of Living Adjustments

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

Contributions

Contribution requirements of active employees are governed by Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) and may be amended by the Louisiana Legislature. Employee and employer contributions are deducted from a member's salary, and along with employer contributions are remitted to LASERS by participating employers. The rates in effect during the year ended December 31, 2023 for the Judges hired after 1/01/2011 was 43.8% from January 1, 2023 – June 30, 2023 and 44.7% from July 1, 2023 – December 31, 2023 for the employer rate. Contributions to the pension plan from the City Court were \$87,948 for the year ended December 31, 2023.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS – (Continued)

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

At December 31, 2023, the Employer reported a liability of \$601,614 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2023 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The City Court’s proportion of the Net Pension Liability was based on a projection of the City Court’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023 the City Court’s proportion was 0.00899%, which was a decrease of 0.00020% from its proportion measured as of June 30, 2022.

For the year ended December 31, 2023, the City Court recognized pension expense of \$66,680 plus employer’s amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$6,255.

At December 31, 2023, the City Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Recourses	Deferred Inflows of Recourses
Differences between expected and actual experience	\$ 13,023	\$ -
Net difference between projected and actual earnings on pension plan investments	3,439	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	2,256	(6,793)
Employer contributions subsequent to measurement date	54,375	-
Total	\$ 73,093	\$ (6,793)

The \$54,375 reported as deferred outflows of resources related to pensions resulting from City Court contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	LASERS
2024	\$ 11,907
2025	(21,726)
2026	29,631
2027	(7,887)
Total	\$ 11,925

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS – (Continued)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2023												
Actuarial cost method	Entry Age Normal Cost												
Actuarial Assumptions:													
Expected remaining service lives	2 years												
Investment rate of return	7.25% per annum net of investment expenses												
Inflation rate	2.3% per annum												
Mortality	<p>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.</p> <p>Disabled members – Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.</p>												
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	<p>Salary increases were projected based on a 2014-2018 experience study of the System's members. The salary increase ranges for specific types of members are:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Type</th> <th style="text-align: center;">Lower to Upper Range</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Regular</td> <td style="text-align: center;">3.0%-12.8%</td> </tr> <tr> <td style="text-align: center;">Judges</td> <td style="text-align: center;">2.6% - 5.1%</td> </tr> <tr> <td style="text-align: center;">Corrections</td> <td style="text-align: center;">3.6% - 13.8%</td> </tr> <tr> <td style="text-align: center;">Hazardous Duty</td> <td style="text-align: center;">3.6% - 13.8%</td> </tr> <tr> <td style="text-align: center;">Wildlife</td> <td style="text-align: center;">3.6% - 13.8%</td> </tr> </tbody> </table>	Type	Lower to Upper Range	Regular	3.0%-12.8%	Judges	2.6% - 5.1%	Corrections	3.6% - 13.8%	Hazardous Duty	3.6% - 13.8%	Wildlife	3.6% - 13.8%
Type	Lower to Upper Range												
Regular	3.0%-12.8%												
Judges	2.6% - 5.1%												
Corrections	3.6% - 13.8%												
Hazardous Duty	3.6% - 13.8%												
Wildlife	3.6% - 13.8%												
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.												

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS – (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates 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 of 2.30% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term nominal rate of return is 8.19% for 2023. Best estimates of geometric real rates of return for each major asset class included in the System’s target asset allocation as of June 30, 2023 are summarized in the following table:

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

Discount Rates

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 rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the pension plan’s actuary. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following presents the Employer’s proportionate share of the Net Pension Liability using the discount rate of 7.25%, as well as what the Employer’s proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	Change in Discount Rate: June 30, 2023		
	1% Decrease 6.25%	Current Discount Rate 7.25%	1% Increase 8.25%
	Employer's proportionate share of the net pension liability	787,764	601,614

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

5. RETIREMENT BENEFITS – (Continued)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued current LASERS Comprehensive Annual Financial Report at www.lasersonline.org.

6. ON-BEHALF PAYMENTS

Employees receive payments directly from the City of Lake Charles, the Calcasieu Parish Government and the State of Louisiana for salaries, payroll taxes, health insurance, unemployment benefits, retirement plan contributions and worker’s compensation. Salaries paid to these employees include \$1,033,675 from the City of Lake Charles, \$21,203 from the Calcasieu Parish Government and \$104,154 from the State of Louisiana.

7. LOUISIANA REVISED STATUTES CONCERNING THE ADVANCED COURT COST CUSTODIAL FUND

Louisiana Revised Statute 13:1907 establishes whenever a surplus of filing fees and cost has accumulated in the City Court civil fee account and such fee or cost has remained unclaimed in excess of five years, the City Court may transfer the amount of surplus to the general operational fund of the court upon receipt of evidence that notice has been provided or attempted at the last known address to the person who would be due a refund.

8. RISK MANAGEMENT

The City Court is exposed to risks of loss in the areas of professional liability and workers’ compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

9. RELATED PARTY TRANSACTIONS

The accompanying financial statements do not include certain portions of the City Court’s expenses paid directly by other governmental entities. The City pays the salaries, payroll taxes, and insurances for the City Court and is included in the on-behalf payments.

The City Court has signed an order with the City as of December 1, 2010, stating that the City Court shall pay to the City, in order to provide for the repayment of the loan including the total interest becoming due and payable and the total principal amount and premium, if any. The amount paid to the City for the building is included in the intergovernmental transfer under the judicial building fund in the amount of \$9,804.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
For the Year Ended December 31, 2023

10. COMMITMENTS

As of December 31, 2023, the City Court owes \$520,000 on the building mentioned in Note 9. Future maturities of this commitment are as follows:

2024	\$ 160,000
2025	170,000
2026	190,000
	<u>\$ 520,000</u>

11. LITIGATIONS AND CLAIMS

The City Court is not involved in any material matters of pending or threatened litigation as of December 31, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**GOVERNMENTAL FUNDS - GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE (GAAP BUDGETARY BASIS) - BUDGET TO ACTUAL**

For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>			Variance with Final Budget Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:				
Charges for services	\$ 95,000	\$ 86,000	\$ 90,941	\$ 4,941
Court costs and fines	33,000	36,100	165,899	129,799
Interest income	626	751	745	(6)
State grant	-	-	-	-
Miscellaneous	3,950	3,635	3,632	(3)
On-behalf payments	<u>1,039,072</u>	<u>1,041,903</u>	<u>1,159,032</u>	<u>117,129</u>
Total revenues	<u>1,171,648</u>	<u>1,168,389</u>	<u>1,420,249</u>	<u>251,860</u>
Expenditures:				
Salaries, wages and benefits	1,498,872	1,502,600	1,627,037	(124,437)
Bank service charges	-	4	4	(1)
Building expense	60,000	50,600	50,601	(1)
Dues and subscriptions	9,800	5,120	5,074	46
Maintenance	-	100	104	(4)
Miscellaneous	2,380	5,165	5,060	105
Office expense	21,520	19,690	19,913	(223)
Professional development and training	22,700	23,030	23,012	18
Rent	2,340	2,340	2,340	-
Telephone	7,000	5,500	5,481	19
Capital Outlay	<u>26,880</u>	<u>26,880</u>	<u>-</u>	<u>26,880</u>
Total expenditures	<u>1,651,492</u>	<u>1,641,029</u>	<u>1,738,626</u>	<u>(97,598)</u>
Deficiency of revenue and other sources over expenses and other uses	(479,844)	(472,640)	(318,377)	154,263
Other Financing Sources				
Operating transfers in	<u>-</u>	<u>-</u>	<u>394,803</u>	<u>394,803</u>
Total other financing sources	<u>-</u>	<u>-</u>	<u>394,803</u>	<u>394,803</u>
Net changes in fund balance	(479,844)	(472,640)	76,426	549,066
Fund balance - beginning, restated	<u>(259,638)</u>	<u>(259,638)</u>	<u>(259,638)</u>	
Fund balance - ending	<u><u>\$ (739,482)</u></u>	<u><u>\$ (732,278)</u></u>	<u><u>\$ (183,212)</u></u>	

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**GOVERNMENTAL FUNDS - JUDICIAL EXPENSE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE (GAAP BUDGETARY BASIS) - BUDGET TO ACTUAL**

For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>			<u>Variance with Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:				
Charges for services	\$ 260,000	\$ 268,675	\$ 268,614	\$ (61)
Total revenues	<u>260,000</u>	<u>268,675</u>	<u>268,614</u>	<u>(61)</u>
Excess of revenue and other sources over expenses and other uses	260,000	268,675	268,614	(61)
Other Financing (Uses)				
Operating transfers out	-	-	(268,614)	(268,614)
Total other financing (uses)	<u>-</u>	<u>-</u>	<u>(268,614)</u>	<u>(268,614)</u>
Net changes in fund balance	260,000	268,675	-	(268,675)
Fund balance - beginning	<u>-</u>	<u>-</u>	<u>-</u>	
Fund balance - ending	<u>\$ 260,000</u>	<u>\$ 268,675</u>	<u>\$ -</u>	

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**GOVERNMENTAL FUNDS - JUDICIAL BUILDING FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE (GAAP BUDGETARY BASIS) - BUDGET TO ACTUAL**

For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>			<u>Variance with Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:				
Interest income	\$ 647	\$ 776	\$ 770	\$ (6)
Judicial building collections	60,000	60,000	61,894	1,894
Total revenues	<u>60,647</u>	<u>60,776</u>	<u>62,664</u>	<u>1,888</u>
Expenditures:				
Intergovernmental transfer	<u>182,000</u>	<u>9,800</u>	<u>9,804</u>	<u>(4)</u>
Total expenditures	<u>182,000</u>	<u>9,800</u>	<u>9,804</u>	<u>(4)</u>
 (Deficiency) excess of revenue and other sources (over) under expenses and other uses	 (121,353)	 50,976	 52,860	 1,893
Other Financing Sources (Uses)				
Operating transfers out	-	-	(12,613)	(12,613)
Total other financing (uses)	<u>-</u>	<u>-</u>	<u>(12,613)</u>	<u>(12,613)</u>
Net changes in fund balance	(121,353)	50,976	40,247	(10,720)
Fund balance - beginning	<u>33,883</u>	<u>33,883</u>	<u>33,883</u>	
Fund balance - ending	<u><u>\$ (87,470)</u></u>	<u><u>\$ 84,859</u></u>	<u><u>\$ 74,130</u></u>	

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**GOVERNMENTAL FUNDS - JUDICIAL BUILDING MAINTENANCE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE (GAAP BUDGETARY BASIS) - BUDGET TO ACTUAL**

For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>			<u>Variance with Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:				
Interest income	\$ 2,228	\$ 2,673	\$ 2,653	\$ (20)
Judicial building maintenance collections	29,000	29,000	29,873	873
Total revenues	<u>31,228</u>	<u>31,673</u>	<u>32,526</u>	<u>853</u>
Excess of revenue and other sources over expenses and other uses	31,228	31,673	32,526	854
Other Financing Sources (Uses)				
Operating transfers out	-	-	(113,576)	(113,576)
Total other financing (uses)	<u>-</u>	<u>-</u>	<u>(113,576)</u>	<u>(113,576)</u>
Net changes in fund balance	31,228	31,673	(81,050)	(112,722)
Fund balance - beginning	<u>203,437</u>	<u>203,437</u>	<u>203,437</u>	
Fund balance - ending	<u>\$ 234,665</u>	<u>\$ 235,110</u>	<u>\$ 122,387</u>	

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE OF NET PENSION LIABILITY

For the Year Ended December 31, 2023

<u>Plan Year</u>	<u>Employer Proportion of the Net Pension Liability (Asset)</u>	<u>Employer Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a percentage of it's Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
LASER:					
2023	0.00899%	\$ 601,614	\$ 184,348	326.3469%	68.4%
2022	0.00919%	\$ 694,362	\$ 175,610	395.4000%	63.7%
2021	0.00871%	\$ 479,561	\$ 169,178	283.4653%	72.8%
2020	0.00805%	\$ 665,375	\$ 162,319	409.9181%	58.0%
2019	0.00863%	\$ 625,164	\$ 162,881	383.8164%	62.9%
2018	0.08560%	\$ 583,854	\$ 158,626	368.0695%	64.3%
2017	0.00871%	\$ 613,012	\$ 156,491	391.7235%	62.5%
2016	0.00582%	\$ 669,116	\$ 153,385	436.2330%	57.7%
2015	0.00816%	\$ 555,751	\$ 151,301	367.3148%	62.5%

*This schedule will contain ten years of historical information once such information becomes available. See accompanying independent auditors' report and the accompanying notes to the required supplemental

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

SCHEDULE OF EMPLOYER'S PENSION CONTRIBUTIONS

For the Year Ended December 31, 2023

<u>Plan Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractual Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions As a Percentage of Covered Employee Payroll</u>
LASER:					
2023	\$ 84,248	\$ 105,557	\$ (21,309)	\$ 184,348	57.26%
2022	\$ 78,938	\$ 76,233	\$ 2,705	\$ 175,610	43.41%
2021	\$ 72,747	\$ 73,254	\$ (507)	\$ 169,178	43.30%
2020	\$ 67,661	\$ 69,174	\$ (1,513)	\$ 162,319	42.62%
2019	\$ 63,117	\$ 66,651	\$ (3,534)	\$ 162,881	40.92%
2018	\$ 63,016	\$ 63,016	\$ -	\$ 158,626	39.73%
2017	\$ 60,152	\$ 60,478	\$ (326)	\$ 156,491	38.65%
2016	\$ 58,327	\$ 58,327	\$ -	\$ 153,385	38.03%
2015	\$ 57,966	\$ 57,966	\$ -	\$ 151,301	38.31%

*This schedule will contain ten years of historical information once such information becomes available.
See accompanying independent auditors' report and the accompanying notes to the required supplemental schedules.

CITY COURT OF
LAKE CHARLES, LOUISIANA

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended December 31, 2023

1. BUDGET PRACTICES

- A. The proposed budget is prepared and submitted to the City Court Judges for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- B. The proposed budget is made available for public inspection.
- C. The budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- D. All budgetary appropriations lapse at the end of each fiscal year.
- E. The budget is adopted on a basis consistent with GAAP. Budgeted amounts are as originally adopted or as finally amended by the Board.

2. PENSION PLAN

Changes of Assumptions - Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Amounts reported in the year ended June 30, 2023 for the Louisiana State Employees' Retirement System reflect a discount rate of 7.25% as of the valuation date June 30, 2023.

SUPPLEMENTAL INFORMATION

**CITY COURT OF
LAKE CHARLES, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENTS TO AGENCY HEAD**

For the Year Ended December 31, 2023

Agency Head Name: Honorable Jamie B. Bice

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 172,076
Benefits - Insurance	7,809
Benefits - Taxes	3,319
Benefits - Retirement	73,521
Travel	904
	<hr/>
Total	<u>\$ 257,629</u>

Agency Head Name: Honorable Ronald Richard

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 172,076
Benefits - Insurance	17,415
Benefits - Taxes	2,984
Benefits - Retirement	73,433
Travel	1,422
	<hr/>
Total	<u>\$ 267,330</u>

Justice System Funding Schedule - Collecting/Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
Entity Name	Lake Charles City Court	
LLA Entity ID	2118	
Date that reporting period ended	12/31/2023	
	First Six Month Period Ended 6/30/2023	Second Six Month Period Ended 12/31/2023
Cash Basis Presentation		
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 491,239	\$ 577,318
Add: Collections		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	590,724	640,682
Criminal Court Costs/Fees	350,232	362,828
Interest Earnings on Collected Balances	4,608	5,229
Subtotal Collections	945,564	1,008,739
Less: Disbursements To Governments & Nonprofits:		
Acadia Parish Sheriff's Office - Civil Fees	294	286
Allen Parish Sheriff's Office - Civil Fees	394	486
Ascension Parish Sheriff's Office - Civil Fees	-	82
Assumption Parish Sheriff's Office - Civil Fees	-	63
Baton Rouge City Constable's Office - Civil Fees	60	-
Beauregard Parish Sheriff's Office - Civil Fees	785	904
Bossier Parish Sheriff's Office - Civil Fees	-	90
Caddo Parish Sheriff's Office - Civil Fees	79	105
Calcasieu Parish Clerk of Court - Civil Fees	53,094	41,555
Calcasieu Parish Police Jury - Criminal Court Costs/Fees	9,142	14,774
Calcasieu Parish Public Law Library - Civil Fees	9,510	10,800
Calcasieu Parish Sheriff's Office - Civil Fees	11,066	10,407
Cameron Parish Sheriff's Office - Civil Fees	981	1,034
City of Lake Charles - Civil Fees	-	60
City of Lake Charles - Criminal Court Costs/Fees	3,006	3,473
City of Lake Charles - Criminal Fines	69,491	80,798
Contempt and Warrant Fees-City Court	-	920
Crime Stoppers - Criminal Court Costs/Fees	2,619	3,116
Department of Public Safety - Criminal Court Costs/Fees	1,341	2,507
DHH-TH/SCI T.F. - Criminal Court Costs/Fees	1,156	1,043
District Attorney's Office - Criminal Court Costs/Fees	2,809	4,195
East Baton Rouge Parish Sheriff's Office - Civil Fees	7,752	8,495
Evangeline Parish Sheriff's Office - Civil Fees	155	33
Family and Youth Counseling Agency - Criminal Court Costs/Fees	6,549	7,790
First City Court Constable Office - Civil Fees	30	30
Iberia Parish Sheriff's Office - Civil Fees	35	115
Iberville Parish Sheriff's Office - Civil Fees	-	15
Indigent Defender Board - Criminal Court Costs/Fees	58,937	70,108
Jefferson Davis Parish Sheriff's Office - Civil Fees	1,084	800
Jefferson Parish Sheriff's Office - Civil Fees	150	120
LA COM ON LAW ENF - Criminal Court Costs/Fees	3,777	4,778
Lafayette City Court Marshall's Office - Civil Fees	30	-
Lafayette Parish Sheriff's Office - Civil Fees	455	703
Lincoln Parish Sheriff's Office - Civil Fees	69	-
Livingston Parish Sheriff's Office - Civil Fees	43	158
Louisiana State Treasurer - Civil Fees	35,137	42,251
Louisiana State Treasurer - Criminal Court Costs/Fees	3,929	4,674
Louisiana Supreme Court - Civil Fees	632	720
Louisiana Supreme Court - Criminal Court Costs/Fees	624	743
Natchitoches Parish Sheriff's Office - Civil Fees	20	77
Office of Motor Vehicles - Criminal Court Costs/Fees	450	650
Orleans Parish Sheriff's Office - Civil Fees	690	270
Ouachita Parish Sheriff's Office - Civil Fees	141	268
Rapides Parish Sheriff's Office - Civil Fees	128	33

Justice System Funding Schedule - Collecting/Disbursing Entity - Continued

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
Entity Name	Lake Charles City Court	
LLA Entity ID	2118	
Date that reporting period ended	12/31/2023	
	First Six Month Period Ended 6/30/2023	Second Six Month Period Ended 12/31/2023
Less: Disbursements To Governments & Nonprofits (Continued):		
<i>Red River Parish Sheriff's Office - Civil Fees</i>	103	-
<i>Secretary of State - Civil Fees</i>	1,200	1,150
<i>Southwest Louisiana Crime Lab - Criminal Court Costs/Fees</i>	44,400	54,925
<i>Southwest Louisiana Law Center - Civil Fees</i>	3,807	4,338
<i>St. Charles Parish Sheriff's Office - Civil Fees</i>	-	42
<i>St. James Parish Sheriff's Office - Civil Fees</i>	-	69
<i>St. Johns Parish Sheriff's Office - Civil Fees</i>	-	35
<i>St. Landry Parish Sheriff's Office - Civil Fees</i>	56	38
<i>St. Martin Parish Sheriff's Office - Civil Fees</i>	57	29
<i>St. Tammany Parish Sheriff's Office - Civil Fees</i>	455	637
<i>Tangipahoa Parish Sheriff's Office - Civil Fees</i>	57	101
<i>Vermilion Parish Sheriff's Office - Civil Fees</i>	44	88
<i>Vernon Parish Sheriff's Office - Civil Fees</i>	76	236
<i>Ward III Marshall's Office - Civil Fees</i>	87,736	90,718
<i>Ward III Marshall's Office - Criminal Court Costs/Fees</i>	28,786	31,576
<i>Webster Parish Sheriff's Office - Civil Fees</i>	65	-
Subtotal Disbursements to Governments & Nonprofits	453,487	503,513
Less: Amounts Retained by Collecting Agency		
<i>Self Disbursed - Building Maintenance</i>	12,889	14,990
<i>Self Disbursed - Contempt and Warrant Fees</i>	6,981	5,812
<i>Self Disbursed - Judges Civil Filing Fees</i>	130,887	137,727
<i>Self Disbursed - Judicial Building</i>	28,176	32,084
<i>Self Disbursed - Judicial Expense</i>	89,431	46,810
<i>Self Disbursed - Operating</i>	1,182	1,488
<i>Self Disbursed - Other</i>	2,389	2,718
Subtotal Amounts Retained by Collecting Agency	271,935	241,629
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	123,486	147,184
Other Disbursements to Individuals/Businesses	10,553	12,981
Payments to 3rd Party Collection/Processing Agencies	25	100
Subtotal Disbursements to Individuals/3rd Party Collection or Processing Agencies	134,063	160,266
Subtotal Disbursements/Retainage	859,485	905,408
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ 577,318	\$ 680,650

COMPLIANCE AND INTERNAL CONTROL



Langley, Williams
& Company, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

LESTER LANGLEY, JR.
DANNY L. WILLIAMS
PHILLIP D. ABSHIRE, JR.
DAPHNE BORDELON BERKEN

NICHOLAS J. LANGLEY
PHILLIP D. ABSHIRE, III
SARAH CLARK WERNER
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INDEPENDENT AUDITORS' 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 Jamie B. Bice
Honorable Ronald C. Richard
City Court of Lake Charles
Lake Charles, Louisiana

We have audited, 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, the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the City Court of Lake Charles, Louisiana (City Court), a component unit of the City of Lake Charles, Louisiana, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City Court of Lake Charles, Louisiana's basic financial statements, and have issued our report thereon dated June 11, 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) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purposes of expressing an opinion on the effectiveness of City Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control 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 weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies. We consider item 01-231C to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City Court’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed two instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. The instance of noncompliance is identified as 01-23C.

City Court’s Response to Findings

The City Court’s response to the findings identified in our audit are described in the accompanying Summary Schedule of Current and Prior Year Audit Findings and Corrective Action Plan. The City Court’s responses were not subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of This Report

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



Lake Charles, Louisiana
June 11, 2024

CITY COURT OF
LAKE CHARLES, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COST

For the Year Ended December 31, 2023

Section I - Summary of Auditor's Results

Financial Statements

Type of auditors' report issued:	Unqualified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiency identified not considered to be a material weakness?	Yes
Noncompliance material to financial statements noted?	No

Section II – Current Year Findings and Management Corrective Action Plan

Internal Control Over Financial Reporting

01-23IC – Segregation of Duties

Finding: The City Court did not have adequate segregation of functions among client personnel.

Criteria: Effective internal control requires that incompatible functions be performed by separate persons.

Effect: Due to the lack of segregation of duties, misstatements could result without being prevented or detected in a timely manner.

Cause: The cause of the deficiency is due to small staff size.

Recommendation: All incompatible functions be performed by a separate person.

Management's response: Management has responded that it does not believe that it is cost effective to employ adequate personnel to achieve an adequate level of segregation of responsibilities. Management has implemented supervision and review procedures such as review and approval of supporting documents related to expenditures and periodic review of bank reconciliations.

Compliance

01-23C – Budget Preparation

Finding: Actual expenditures exceeded budgeted expenditures by more than 5% for the general fund. Actual operating transfers out exceeded budgeted operating transfers out by more than 5% for the judicial building fund and the judicial building maintenance fund.

CITY COURT OF
LAKE CHARLES, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COST – (Continued)

For the Year Ended December 31, 2023

Section II – Current Year Findings and Management Corrective Action Plan – (Continued)

Criteria: State law requires that actual expenditures and other financing sources (uses) fall within 5% of the budget.

Effect: Due to the lack of budgeting for transfers, expenditures and operating transfers out were greater than the budget by more than 5%.

Cause: The cause of the deficiency is due to the City Court not budgeting for transfers in and out between funds as well as not properly amending the budget for salaries, wages and benefits paid by the City.

Recommendation: Management should budget for transfers in and out of funds. Management should amend the budget to properly reflect salaries and benefits for the general fund.

Management's response: Management will budget for transfers in and out going forward. Management will also amend the budget in a timely manner to properly reflect salaries and benefits during the year for the general fund and special revenue funds.

CITY COURT OF
LAKE CHARLES, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COST – (Continued)

For the Year Ended December 31, 2023

Section II – Prior Year Findings and Management Corrective Action Plan

Internal Control Over Financial Reporting

01-22IC – Segregation of Duties

Condition and criteria: Effective internal control requires adequate segregation of duties among client personnel. Because of the entity's size and the limited number of account personnel, it is not feasible to maintain a complete segregation of duties to achieve effective internal control.

Management's response: Management has responded that it does not believe that it is cost effective to employ adequate personnel to achieve an adequate level of segregation of responsibilities. Management has implemented supervision and review procedures such as review and approval of supporting documents related to expenditures and periodic review of bank reconciliations.

Compliance

01-22C – Budget Preparation

Condition and criteria: The City Court did not budget for transfers in and out between funds causing actual expenditures to exceed budgeted expenditures by more than 5%. State law requires that actual expenditures fall within 5% of budget.

Management's response: Management will budget for transfers in and out going forward.

02-22C – Compliance with Best Budget Practices

Condition and criteria: The December 31, 2022 amended budget expenditures for the general fund and special revenues funds were over the 5% threshold to actual results due to the fact that on-behalf payment revenues and expenditures for salaries and benefits were not correctly budgeted for.

Management's Response: The City Court plans to amend the budget in a timely manner to include on-behalf payments during the year for the general fund and special revenue funds.



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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

City Court of Lake Charles
Lake Charles, Louisiana

To the Governing Board of the City Court of Lake Charles, Louisiana's Office and the Louisiana Legislative Auditor:

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

The 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 LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - ii. ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
 - iv. ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties,

- reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- v. ***Payroll/Personnel***, including (1) payroll processing, (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.
 - vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
 - vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
 - 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).
 - ix. ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
 - x. ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/Electronic Municipal Market Access ("EMMA") reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
 - xi. ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
 - xii. ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Because the City Court is a component unit of the City of Lake Charles ("City"), the City Court adopts the policies and procedures of the City where their own policies and procedures are lacking sufficient detail.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
The entity does not have a board or finance committee. The City Court judges are elected officials responsible for all oversight of the entity; therefore, this procedure is 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
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budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue fund. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

The entity does not have a board or finance committee. The City Court judges are elected officials responsible for all oversight of the entity; therefore, this procedure is not applicable.

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Per the prior year audit report, the unrestricted fund balance in the general fund had a negative ending balance; however, the City Court does not have minutes. Per discussion with management, they have plans to eliminate this negative balance.

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

The entity does not have a board or finance committee. The City Court judges are elected officials responsible for all oversight of the entity; therefore, this procedure is not applicable.

3) Bank Reconciliations

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

We obtained a list of bank accounts from management and management's representation that the list was complete.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

There were no exceptions noted as a result of applying this procedure.

- ii. Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

4) Collections (excluding electronic funds transfers)

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

Obtained a listing of all deposit sites for the fiscal period and management's representation that the listing is complete.

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

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- 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.

There were no exceptions noted as a result of applying this procedure.

- 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/official verifies the reconciliation.

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

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

Obtained a listing of locations that process payments and management's representation that the listing is complete.

- B. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- C. For each location selected under #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
- i. Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
There were no exceptions noted as a result of applying this procedure.
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
There were no exceptions noted as a result of applying this procedure.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected, the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

There were no exceptions noted as a result of applying this procedure.

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
We obtained a listing of active credit cards, bank debit cards, fuel cards, and P-cards for the fiscal period and management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- C. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

There were no exceptions noted as a result of applying this procedure.

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Obtained a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing is complete.

- i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- iii. Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

8) *Contracts*

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

We obtained a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities from management and management's representation that the listing is complete.

- 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.

None of the selected contracts were subject to bid law; therefore, this procedure is not applicable.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no amendments during the fiscal period; therefore, this procedure is not applicable.

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

There were no exceptions noted as a result of applying this procedure.

9) *Payroll and Personnel*

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

We obtained a listing of employees and management's representation that the listing is complete.

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

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

These procedures are not applicable as the City Court employees are paid by the City. Supplemental pay at the City Court is based on the hours maintained by the City.

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

These procedures are not applicable as the City Court employees are paid by the City. Supplemental pay at the City Court is based on the hours maintained by the City.

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

These procedures are not applicable as the City Court employees are paid by the City. Supplemental pay at the City Court is based on the hours maintained by the City.

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

There were no exceptions noted as a result of applying the above procedure.

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

There were no exceptions noted as a result of applying the above procedure.

- 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.

There were no exceptions noted as a result of applying the above procedure.

10) Ethics

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

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

11) 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 State Bond Commission approval was obtained for each debt instrument issued.

No debt was issued during the fiscal period. Therefore, this procedure is not applicable.

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

No debt outstanding at the end of the fiscal period. Therefore, this procedure is not applicable.

12) Fraud Notice

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

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

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

The City Court has posted on its premises and website the notice required by R.S. 24:523.1.

13) Information Technology Disaster Recovery/Business Continuity

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

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

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
 - Hired before June 9, 2020 – completed the training; and
 - Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

We performed the procedure and discussed the results with management.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the agency who have completed the training requirements;

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
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There were no exceptions noted as a result of applying this procedure.

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

There were no exceptions noted as a result of applying this procedure.

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

We are required to be independent of the City Court of Lake Charles, Louisiana's Office 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.

Langley, Williams & Co., LLC



Lake Charles, LA
June 10, 2024
