

**City Court of Monroe  
Monroe, Louisiana**

**Basic Financial Statements  
With Independent Auditors' Report  
As of and for the Year Ended  
April 30, 2010  
With Supplemental Information**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/10/10

**CITY COURT OF MONROE  
CITY OF MONROE, LOUISIANA  
BASIC FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITORS' REPORT  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

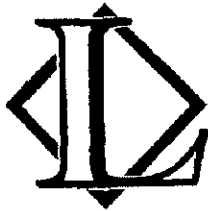
**TABLE OF CONTENTS**

	<u>Statement</u>	<u>Page</u>
<b>Independent Auditors' Report</b>		1
<b>Required Supplemental Information (Part I):</b>		
Management's Discussion and Analysis		3
<b>Basic Financial Statements:</b>		
Governmental Funds Balance Sheet/ Statement of Net Assets	A	8
Statement of Governmental Funds Revenues, Expenditures and Changes in Fund Balances/ Statement of Activities	B	9
Statement of Fiduciary Net Assets	C	10
Notes to the Financial Statements		11
	<u>Schedule</u>	<u>Page</u>
<b>Required Supplemental Information (Part II):</b>		
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - General Fund	1	20
Notes to Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget (GAAP Basis) and Actual		21
<b>Other Supplemental Information:</b>		
Fiduciary Fund Type – Agency Funds		22
Fiduciary Fund Type – Agency Funds – Combining Schedule of Changes in Unsettled Deposits	2	23

**CITY COURT OF MONROE  
CITY OF MONROE, LOUISIANA  
BASIC FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITORS' REPORT  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**TABLE OF CONTENTS (CONTINUED)**

	<u>Schedule</u>	<u>Page</u>
<b>Independent Auditors' Report Required by <i>Government Auditing Standards:</i></b>		
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Matters Based on an Audit of Financial Statements Performed Performed in Accordance with <i>Government Auditing Standards</i>		24
Schedule of Findings and Responses	3	26
Summary Schedule of Prior Audit Findings	4	27



**LITTLE & ASSOCIATES LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA  
CHARLES R. MARCHBANKS, JR., CPA

**Independent Auditors' Report**

City Court of Monroe  
Monroe, Louisiana

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 Monroe, a component unit of the City of Monroe, as of and for the year ended April 30, 2010, which collectively comprise the City Court of Monroe's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the City Court of Monroe's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City Court of Monroe as of April 30, 2010, and the respective changes in financial position, where applicable, thereof for the year then ended in conformity with U. S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 27, 2010, on our consideration of the City Court of Monroe's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis on pages 3 through 7 and the budgetary comparison information on page 20 (Schedule 1) are not required parts of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was made for the purpose of forming opinions on the basic financial statements that collectively comprise the City Court of Monroe's basic financial statements. The combining schedule of changes in unsettled deposits is presented for purposes of additional analysis and is not a required part of the basic financial statements of the City Court of Monroe. The combining schedule of changes in unsettled deposits has been subjected to the auditing procedures applied in the audit of the basic financial statements, and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole

*Little & Associates, LLC*

Monroe, Louisiana  
September 27, 2010

*Management's Discussion and Analysis*

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

Our discussion and analysis of the City Court of Monroe's (the "City Court") financial performance provides an overview of the City Court's financial activities as of and for the fiscal year ended April 30, 2010. Please read it in conjunction with the City Court's financial statements, which begin on page 8.

**FINANCIAL HIGHLIGHTS**

The City Court's net assets increased by \$137,971 or 9.51%.

The City Court's total program revenues were \$402,161 in 2010 compared to \$420,009 in 2009.

During the year ended April 30, 2010, the City Court had total expenses, excluding depreciation of \$1,566,668, of which \$1,325,520 was funded by the City Court of Monroe.

**USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 8 and 9) provide information about the activities of the City Court as a whole. Fund financial statements start on page 8. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City Court's operations in more detail than the government-wide statements by providing information about the City Court's most significant funds. The remaining statements provide financial information about activities for which the City Court acts solely as a trustee or agent for the benefit of those outside of the City Court. The City Court judges are independently elected officials. However, the City Court is fiscally dependent on the City of Monroe for office space, courtrooms, and related utility costs, as well as substantially all funding of salary and related employee benefit costs. Because the City Court is fiscally dependent on the City of Monroe, the City Court was determined to be a component unit of the City of Monroe. The accompanying financial statements present information only on the funds maintained by the City Court.

**Reporting the Funds Maintained by the City Court as a Whole**

*The Statement of Net Assets and the Statement of Activities*

Our analysis of the funds maintained by the Court as a whole begins on page 5. One of the most important questions asked about the City Court's finances is "is the City Court as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the funds maintained by the City Court as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities

using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City Court's *net assets* and changes in them. You can think of the City Court's net assets – the difference between assets and liabilities – as one way to measure the City Court's financial health, or *financial position*. Over time, *increases* or *decreases* in the City Court's net assets are one indicator of whether its *financial health* is improving or deteriorating.

In the Statement of Net Assets and the Statement of Activities, we record the funds maintained by the City Court as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the City Court are reported here which consists primarily of certain materials and supplies, travel, repairs and maintenance and other program services. These represent expenses not paid out of the City of Monroe budget for judicial expenses. Fines, fees for services, and interest income finance most of these activities.

### **Reporting the Most Significant Funds Maintained by the City Court**

Our analysis of the major funds maintained by the City Court begins on page 6. The fund financial statements begin on page 8 and provide detailed information about the most significant funds maintained by the City Court. The City Court's governmental funds use the following accounting approaches:

Governmental funds – All of the City Court's expenses are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City Court's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain City Court expenses. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in a reconciliation disclosed in the notes to the financial statements.

### **The City Court as Trustee**

The City Court is the trustee, or fiduciary, for its civil division and traffic violation bureau funds. All of the City Court's fiduciary activities are reported in a separate Statement of Fiduciary Net Assets on page 10. We exclude these activities from the City Court's other financial statements because the City Court cannot use these assets to finance its operations. The City Court is responsible for ensuring that the assets reported in these funds are used for their intended purposes.



**THE FUNDS MAINTAINED BY THE CITY COURT AS A WHOLE**

The City Court's total net assets changed from a year ago, increasing from \$1,450,397 to \$1,588,368. Our analysis below will focus on key elements of the total governmental funds for the years ended April 30, 2010 and 2009.

**Table 1  
Net Assets**

	Governmental Activities		
	2010	2009	Difference
Current assets	\$ 1,477,844	\$ 1,305,614	\$ 172,230
Capital assets, net	119,399	152,068	(32,669)
Total assets	<u>1,597,243</u>	<u>1,457,682</u>	<u>139,561</u>
Current liabilities	8,875	7,285	1,590
Total liabilities	<u>8,875</u>	<u>7,285</u>	<u>1,590</u>
Net assets:			
Investment in capital assets, net of debt	119,399	152,068	(32,669)
Unrestricted	<u>1,468,969</u>	<u>1,298,329</u>	<u>170,640</u>
Total net assets	<u>\$ 1,588,368</u>	<u>\$ 1,450,397</u>	<u>\$ 137,971</u>

Net assets of the funds maintained by the City Court's governmental activities increased by \$137,971 or 9.51%. Unrestricted net assets, the part of net assets that can be used to finance City Court expenses without constraints or other legal requirements increased by \$170,640 from \$1,298,329 at April 30, 2009, to \$1,468,969 at April 30, 2010.

**Table 2  
Change in Net Assets**

	Governmental Activities		
	2010	2009	Differences
Revenues:			
Program revenues:			
Charges for services, fines, fees, & forfeitures	\$ 402,161	\$ 420,009	\$ (17,848)
Interest and other income	10,158	7,238	2,920
Intergovernmental - City of Monroe	1,325,520	1,295,672	29,848
Total revenues	<u>1,737,839</u>	<u>1,722,919</u>	<u>14,920</u>

Expenses:

Personal Services and Benefits	1,246,044	1,229,048	16,996
Operating Services	254,265	264,742	(10,477)
Materials and Supplies	29,313	29,142	171
Conferences, CLE, and Mileage	37,046	25,445	11,601
Depreciation	33,200	34,914	(1,714)
Total Expenses	<u>1,599,868</u>	<u>1,583,291</u>	<u>16,577</u>
Increase in Net Assets	<u>\$ 137,971</u>	<u>\$ 139,628</u>	<u>\$ (1,657)</u>

For the funds maintained by the City Court, total revenues for 2010 increased by \$14,920 (0.87%) as compared to total revenues in 2009, which was due primarily to a \$29,848 increase in funding from the City of Monroe. For the funds maintained by the City Court, program revenues decreased by \$17,848 (4.25%) from program revenue in 2009 of \$420,009 to program revenue of \$402,161 in 2010. The total expenses of the City Court increased by \$16,577 (1.05%). The portion of the expenses paid by the City Court out of its own funds decreased by \$13,271 (4.61%) from \$287,619 to \$274,348.

#### **FUNDS MAINTAINED BY THE CITY COURT**

For the funds maintained by the City Court, the governmental funds (as presented on page 8) reported a combined fund balance of \$1,468,969, which is an increase of \$170,640 from last year. Program revenues decreased by \$17,848 and the amount of funding provided by the City of Monroe increased by \$29,848, respectively, from the prior year. Expenditures paid out of the City Court's own funds decreased by \$14,009 from \$255,739 in 2009 to \$241,730 in 2010.

#### ***Budgetary Highlights***

For the funds maintained by the City Court, a formal budget in accordance with state law is adopted and amended as deemed to be necessary throughout the year. The budget does not include the amounts budgeted by the City of Monroe for the City Court. Total actual revenues exceeded final budgeted revenues by \$25,870. Favorable variances between actual and budgeted revenues occurred primarily in probation fees, bond forfeitures, and court costs and civil fees income. The total final budgeted expenditures exceeded the total actual expenditures by \$144,770, with the most notable favorable variances having occurred in capital outlay and personal services and benefits. The most significant unfavorable expenditure variance occurred in operating services.

#### **CAPITAL ASSETS**

At April 30, 2010, the City Court had invested \$385,360 in capital assets from those funds maintained by the City Court. Accumulated depreciation on capital assets totaled \$265,961 at April 30, 2010.

**Table 3**  
**Capital Assets**  
**April 30, 2010 and 2009**

	2010	2009
Computer equipment	\$ 248,058	\$ 253,642
Equipment	78,660	79,160
Improvements	11,683	11,683
Furniture	46,959	46,959
Total Depreciable Property	385,360	391,444
Less Accumulated Depreciation	( 265,961)	( 239,376)
Net Capital Assets	\$ 119,399	\$ 152,068

This year's major capital asset additions included:

Computer and Office equipment	\$ 582
Total	\$ 582

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

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS**

The City Court's elected judges and appointed officials considered many factors when setting the fiscal year 2011 budget. The amount available for appropriation in governmental funds is expected to approximate \$483,000 in 2011, and budgeted expenditures are estimated to be \$483,000. The City Court does not expect to have any material changes in its operations for the fiscal year ending April 30, 2011.

### **CONTACTING THE CITY COURT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the City Court and to show the City Court's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Monroe City Court, Administrative Judges' office at 600 Calypso Street, Monroe, Louisiana 71201.

Judge Tammy D. Lee  
 Judge Larry D. Jefferson  
 Judge Charles A. Traylor, II – Judge *Pro Tempore*

***Basic Financial Statements***

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS  
APRIL 30, 2010**

	General Fund	Adjustments/ Reclassifications - Note 1	Statement of Net Assets
<b>ASSETS</b>			
Cash	\$ 1,425,910	\$ -	\$ 1,425,910
Receivables	25	36,054	36,079
Due from fiduciary funds	34,791	(34,791)	-
Due from other governments	1,263	(1,263)	-
Prepaid expenses	15,855	-	15,855
Capital assets, net of accumulated depreciation	-	119,399	119,399
<b>Total Assets</b>	<u>\$ 1,477,844</u>	<u>119,399</u>	<u>1,597,243</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 8,869	6	8,875
Due to fiduciary fund	6	(6)	-
<b>Total Liabilities</b>	<u>8,875</u>	<u>-</u>	<u>8,875</u>
<b>FUND BALANCE/NET ASSETS</b>			
Fund balance:			
Unreserved, reported in:			
General Fund	1,468,969	(1,468,969)	-
<b>Total Fund Balance</b>	<u>1,468,969</u>	<u>(1,468,969)</u>	<u>-</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 1,477,844</u>		
<b>NET ASSETS</b>			
Invested in Capital Assets, Net of Related Debt		119,399	119,399
Unrestricted		1,468,969	1,468,969
<b>Total Net Assets</b>		<u>\$ 1,588,368</u>	<u>\$ 1,588,368</u>

The accompanying notes are an integral part of this statement.

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
STATEMENT OF GOVERNMENTAL FUND REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES/  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED APRIL 30, 2010**

	General Fund	Adjustments/ Reclassifications - Note 1	Statement of Activities
<b>EXPENDITURES/EXPENSES</b>			
Judiciary - Current:			
Personal services & benefits	\$ 1,246,044	\$ -	\$ 1,246,044
Operating services	254,265	-	254,265
Materials and supplies	29,313	-	29,313
Conferences, CLE, and mileage	37,046	-	37,046
Depreciation	-	33,200	33,200
Capital Outlay	582	(582)	-
Total Expenditures/Expenses	<u>1,567,250</u>	<u>32,618</u>	<u>1,599,868</u>
<b>PROGRAM REVENUES</b>			
Fees, charges, and court costs:			
Court costs	219,989	-	219,989
Civil fees	37,110	-	37,110
Probation fees	74,850	-	74,850
Reinstatement fees	1,188	-	1,188
Bond forfeitures	29,178	-	29,178
Other charges for services	39,846	-	39,846
Program Revenues	<u>402,161</u>	<u>-</u>	<u>402,161</u>
Net Program Expense			<u>(1,197,707)</u>
<b>GENERAL REVENUES</b>			
Intergovernmental - City of Monroe	1,325,520	-	1,325,520
Interest income	3,294	-	3,294
Other income	6,915	-	6,915
Loss on disposition of capital assets	-	(51)	(51)
Total General Revenues	<u>1,335,729</u>	<u>(51)</u>	<u>1,335,678</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>			
	170,640	(170,640)	-
<b>CHANGE IN NET ASSETS</b>			
		137,971	137,971
<b>FUND BALANCE/NET ASSETS:</b>			
Beginning of the Year	<u>1,298,329</u>		<u>1,450,397</u>
End of Year	<u>\$ 1,468,969</u>	<u>\$ -</u>	<u>\$ 1,588,368</u>

The accompanying notes are an integral part of this statement.

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
STATEMENT OF FIDUCIARY NET ASSETS  
APRIL 30, 2010**

	<u>Agency Funds</u>
<b>ASSETS</b>	
Cash	\$ 1,265,336
Accounts receivable	<u>1,833</u>
Total Assets	<u>\$ 1,267,169</u>
<b>LIABILITIES</b>	
<b>Liabilities:</b>	
Accounts payable	\$ 227,809
Unsettled deposits held for others	<u>1,039,360</u>
Total Liabilities	<u>\$ 1,267,169</u>

The accompanying notes are an integral part of this statement.

*Notes to the Financial Statements*



**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**INTRODUCTION**

As provided for by Chapter 7 of Title 13 of the Louisiana Revised Statutes, the City Court of Monroe (the "Court") has jurisdiction in all civil matters in the City of Monroe (the "City") including all of Wards Three and Ten of Ouachita Parish. The criminal jurisdiction of the Court is limited to offenses committed within Wards Three and Ten of Ouachita Parish and violations of City ordinances that are not required to be tried by jury. The City judges are elected for six-year terms. The current term expires on December 31, 2014.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the City Court of Monroe have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (the "GASB") is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments* (the "Statement"), which was unanimously approved in June 1999 by the Governmental Accounting Standards Board.

**B. REPORTING ENTITY**

For reporting purposes, the City of Monroe, Louisiana (the "City") serves as the financial reporting entity for the City. The financial reporting entity consists of (a) the primary government (City), (b) organizations for which the primary government is financially accountable and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

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

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the City to impose its will on that organization and/or

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City.
2. Organizations for which the City does not appoint a voting majority but are fiscally dependent on the City.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The Court is fiscally dependent on the City of Monroe for office space, related utility costs, insurance and substantially all salaries and related employee benefit costs. Because the Court is fiscally dependent on the City, the Court was determined to be a component unit of the City of Monroe, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Court and do not present information on the City of Monroe, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

### **C. FUND ACCOUNTING**

The Court uses funds to maintain its financial records during the year and to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Court functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

#### **Governmental Funds**

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

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**General Fund**

The General Fund is the primary operating fund of the Court, and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Court's policies.

**Fiduciary Funds**

Fiduciary funds' reporting focuses on net assets and changes in net assets. The only funds accounted for in this category by the Court are agency funds. The Court maintains three agency funds: the Judicial Advance Fund, the Special Cost Fund, and the Bond Escrow Fund. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Fund Financial Statements (FFS)**

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

The amounts reflected in the General Fund of Statements A and B use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Court considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**Revenues**

Court costs, civil fees, probation fees, bond forfeitures, and reinstatement fees are recorded in the year in which they are earned.

Interest income on bank deposits is recorded when the interest has been earned and the amount can be determined.

Substantially all other revenues are recognized when received by the Court.

Based on the above criteria, court costs, civil fees, probation fees, bond forfeitures, reinstatement fees, and interest income have been treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**Government-Wide Financial Statements (GWFS)**

The column labeled Statement of Net Assets (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Court as a whole. These statements include all the financial activities of the Court. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the column labeled Statement of Activities (Statement B) are derived directly from the City Court of Monroe's users as a fee for services; program revenues reduce the cost of the function to be financed from the Court's general revenues.

**General Revenues** - General revenues included in the column labeled Statement of Activities (Schedule B) are derived from on-behalf payments from the City of Monroe, interest income, and from other sources not considered program revenues. General revenues finance the remaining balance of functions not covered by Program revenues.

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**Reconciliation**

The reconciliation of the items reflected in the funds columns to the Statement of Activities (Statement B) and Statement of Net Assets (Statement A) are as follows:

Statement B		
Capitalization of Capital Assets	\$	582
Loss on Disposal of Capital Assets		(51)
Recording of Depreciation Expense		(33,200)
Net Effect of Changes	\$	(32,669)
Statement A		
Recording of Net Capital Assets	\$	119,399
Net Effect of Changes	\$	119,399

**E. CAPITAL ASSETS**

Capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Court maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets, and the related depreciation expense is recorded in the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Computer Equipment and Software	3 – 10 years
Equipment	5 – 10 years
Furniture and Fixtures	5 – 10 years

**F. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

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.

**G. RISK MANAGEMENT**

The Court is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, and errors and omissions. The Court maintains professional liability coverage on the Clerk to manage its exposure to fraud, illegal acts and errors and omissions. The City of Monroe provides the remainder of insurance coverage. No claims were paid on any of the policies during the past three years that exceeded the policies' coverage amounts.

**2. DEPOSITS AND CUSTODIAL CREDIT RISK**

Under state law, the Court may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state, or the laws of the United States. The Court may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. Cash includes cash on hand, demand deposits, and interest-bearing demand deposits. At April 30, 2010, the Court had cash (book balances) of \$2,691,245, of which \$2,690,745 was in bank accounts and \$500 in petty cash. These amounts are stated at cost, which approximates market.

The Court's deposits (bank balances) totalled \$2,723,925 at April 30, 2010. Under state law, these deposits, or the resulting bank balances, must be collateralized by Federal deposit insurance or the pledge of securities. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. Also, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Court that the fiscal agent bank has failed to pay deposited funds upon demand. At April 30, 2010, these deposits were collateralized in full.

Custodial credit risk is the risk that in the event of a bank failure, the Court's deposits may not be returned to it. The Court does not have a deposit policy for custodial credit risk. As of April 30, 2010, none of the Court's deposits were exposed to custodial credit risk.

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**3. RECEIVABLES**

The receivables, as reported in the Statement of Net Assets at April 30, 2010, are summarized as follows:

Class of Receivable	General Fund
Fees, Charges, and Commissions - Due from	
Fiduciary Funds	\$ 34,791
Due from City of Monroe	1,200
Due from other governmental entities	63
Other	25
Total	\$ 36,079

The Court utilizes the direct write-off method for recording uncollectible accounts receivable. The use of this method produces results that are not materially different from utilization of the allowance method of recording bad debts.

**4. ACCOUNTS PAYABLE**

Accounts payable of \$8,875, as reported in the Statement of Net Assets at April 30, 2010, was comprised entirely of operating trade payables.

**5. DUE FROM/TO OTHER FUNDS**

Individual balances due from/due to other funds as reported in the fund financial statements at April 30, 2010, are as follows:

	Due From Other Funds	Due To Other Funds
General Fund	\$ 34,791	\$ 6
Special Cost Clearing Fund	6	28,661
Judicial Fund	-	6,130
Totals	\$ 34,797	\$ 34,797

The balance due to the general fund resulted from fees, charges, and other court costs collected by the fiduciary (agency) funds on behalf of the general fund.

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**6. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended April 30, 2010, are as follows:

<u>Governmental Activities</u>	<u>April 30, 2009</u>	<u>Additions</u>	<u>Retirements</u>	<u>April 30, 2010</u>
Computer equipment & software	\$ 253,642	\$ 582	\$ (6,166)	\$ 248,058
Equipment	79,160	-	(500)	78,660
Furniture	46,959	-	-	46,959
Improvements	11,683	-	-	11,683
Total	<u>391,444</u>	<u>582</u>	<u>(6,666)</u>	<u>385,360</u>
Less accumulated depreciation:				
Computer equipment & software	137,878	29,073	(6,115)	160,836
Equipment	52,496	2,734	(500)	54,730
Furniture	45,497	225	-	45,722
Improvements	3,505	1,168	-	4,673
Total	<u>239,376</u>	<u>33,200</u>	<u>(6,615)</u>	<u>265,961</u>
Capital Assets, Net	<u>\$ 152,068</u>	<u>\$ (32,618)</u>	<u>\$ (51)</u>	<u>\$ 119,399</u>

**7. CHANGES IN AGENCY FUNDS –  
UNSETTLED DEPOSITS HELD FOR OTHERS**

A summary of changes in agency fund deposits due others for the year ended April 30, 2010, is as follows:

Balance at April 30, 2009	\$ 941,617
Additions	2,334,609
Reductions	<u>(2,236,866)</u>
Balance at April 30, 2010	<u>\$ 1,039,360</u>



**CITY COURT OF MONROE  
MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2010**

**8. LEASES**

The Court leases equipment under lease agreements which are maintained and paid by the City of Monroe. The total lease expense under such arrangement with the City totaled \$10,268 for the year ended April 30, 2010.

**9. ON-BEHALF PAYMENTS**

The City of Monroe provides a substantial amount of fiscal support to the Court for its operations. The City of Monroe made on-behalf payments of \$1,330,393 for the Court for the year ended April 30, 2010, as follows:

Salaries (including sick pay and vacation pay)	\$ 952,857
Fringe benefits	262,757
Operating expenses	<u>109,906</u>
Total	<u>\$ 1,325,520</u>

The City of Monroe makes contributions to the Municipal Employees' Retirement System of Louisiana on behalf of the employees of the City Court of Monroe.

**10. LITIGATION AND CLAIMS**

At April 30, 2010, the City Court of Monroe is not involved in any litigation nor is the Court aware of any unasserted claims.

***Required Supplemental Information***

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES -  
BUDGET (GAAP BASIS) AND ACTUAL  
FOR THE YEAR ENDED APRIL 30, 2010**

	Budgeted Amounts		Actual Revenues & Expenditures	Variance With Final Budget Over (Under)
	Original	Final		
<b>REVENUES</b>				
Program revenues:				
Court costs and civil fees	\$ 301,000	\$ 251,000	\$ 257,099	\$ 6,099
Agency fees	6,500	4,000	4,096	96
Probation fees	67,000	67,000	74,850	7,850
Reinstatement fees	1,500	1,000	1,188	188
Bond forfeitures	13,000	25,000	29,178	4,178
Other charges for services	28,000	35,000	35,750	750
General revenues:				
Interest income	12,000	3,500	3,294	(206)
Other income	-	-	6,915	6,915
<b>Total revenues</b>	<u>429,000</u>	<u>386,500</u>	<u>412,370</u>	<u>25,870</u>
<b>EXPENDITURES</b>				
Judiciary - Current:				
Personal services & benefits	80,000	23,519	30,433	6,914
Operating services	172,000	175,621	173,669	(1,952)
Materials and supplies	-	-	-	-
Conferences, CLA & mileage	52,000	36,900	37,046	146
Capital Outlay	125,000	150,460	582	(149,878)
<b>Total expenditures</b>	<u>429,000</u>	<u>386,500</u>	<u>241,730</u>	<u>(144,770)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	-	-	170,640	170,640
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>1,298,329</u>	<u>1,298,329</u>	<u>1,298,329</u>	<u>-</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 1,298,329</u>	<u>\$ 1,298,329</u>	<u>\$ 1,468,969</u>	<u>\$ 170,640</u>

See accompanying notes to Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget (GAAP) Basis and Actual.

## **NOTE 1 – BUDGETARY POLICIES**

The proposed budget for the General Fund is prepared on the modified accrual basis of accounting. The budget is then legally adopted by the judges and amended during the year, as necessary. The budget is established and controlled by the judges at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. The budget adopted by the Court does not include the Court's expenditures budgeted annually by the City of Monroe.

*Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying schedule include the original adopted budget amount and the final amended budget.*

*Other Supplemental Information*

**CITY COURT OF MONROE  
MONROE, LOUISIANA  
OTHER SUPPLEMENTAL INFORMATION**

**FIDUCIARY FUND TYPE – AGENCY FUNDS**

**Judicial Fund**

The Judicial Fund accounts for advance deposits on civil suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

**Special Cost Clearing Fund**

The Special Cost Clearing Fund accounts for the collection of fines and court costs and the payment of these collections to recipients in accordance with applicable laws.

**Bond Escrow Agency Fund**

The Bond Escrow Agency Fund accounts for appearance bonds posted by defendants subsequent to arrest and prior to court appearance. The bond posted is refundable to the defendants upon their appearance in court.

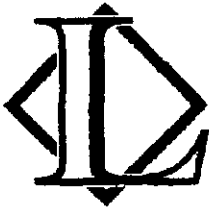
**CITY COURT OF MONROE  
MONROE, LOUISIANA  
FUDICIARY FUND TYPE - AGENCY FUNDS  
COMBINING SCHEDULE OF CHANGES  
IN UNSETTLED DEPOSITS  
FOR THE YEAR ENDED APRIL 30, 2010**

	JUDICIAL FUND	SPECIAL COST	BOND ESCROW FUND	TOTAL
Unsettled deposits held for others, May 1, 2009	\$ 653,099	\$ 5,156	\$ 283,362	\$ 941,617
<b>Additions:</b>				
Advance deposits	534,460			534,460
Fines and court costs		1,703,299		1,703,299
Appearance bonds			96,850	96,850
Total Additions	<u>534,460</u>	<u>1,703,299</u>	<u>96,850</u>	<u>2,334,609</u>
Total	<u>1,187,559</u>	<u>1,708,455</u>	<u>380,212</u>	<u>3,276,226</u>
<b>Reductions:</b>				
<b>Transfers to General Fund:</b>				
Special civil cost	37,110			37,110
Court costs – traffic and criminal		219,989		219,989
Probation fees		74,850		74,850
<b>Transfers to City of Monroe:</b>				
Clerk fees	185,452			185,452
<b>Court costs:</b>				
Equipment Fund		1,450		1,450
Fines and forfeitures		691,444		691,444
Jail		80,154		80,154
Appearance bond refunds			60,500	60,500
Appearance bond forfeited			15,950	15,950
Attorney's fees	825			825
Indigent Defender Board		257,084		257,084
Judges' Supplemental Compensation Fund	65,202			65,202
Louisiana Commission on Law Enforcement		21,757		21,757
<b>Louisiana Rehabilitation Services:</b>				
Head and Spinal Cord Injury		4,272		4,272
Louisiana State Treasurer		16,043		16,043
Marshal's fees	64,361	280,180		344,541
North Louisiana Criminalistic Laboratory		25,359		25,359
Secretary of State	2,875			2,875
Advance deposit refunds	36,822			36,822
Sheriff's fees	27,418			27,418
Other reductions	37,229	30,540		67,769
Total Reductions	<u>457,294</u>	<u>1,703,122</u>	<u>76,450</u>	<u>2,236,866</u>
Unsettled deposits held for others, April 30, 2009	<u>\$ 730,265</u>	<u>\$ 5,333</u>	<u>\$ 303,762</u>	<u>\$ 1,039,360</u>

**Independent Auditor's Report Required  
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.





**LITTLE & ASSOCIATES LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA  
CHARLES R. MARCHBANKS, JR., CPA

**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***

City Court of Monroe  
Monroe, Louisiana

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City Court of Monroe, a component unit of the City of Monroe, as of and for the year ended April 30, 2010, which collectively comprise the City Court of Monroe's basic financial statements and have issued our report thereon dated September 27, 2010. 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.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the City Court of Monroe's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City Court of Monroe's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City Court of Monroe's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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 over financial reporting that might be deficiencies, significant deficiencies or

material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### **Compliance and Other Matters**

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

This report is intended solely for the information and use of the City Court of Monroe, management of the City Court of Monroe, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Little + Associates, LLC*

Monroe, Louisiana  
September 27, 2010

**CITY COURT OF MONROE  
CITY OF MONROE, LOUISIANA**

**Schedule of Findings and Responses  
As of and For the Year Ended April 30, 2010**

**A. SUMMARY OF AUDIT RESULTS**

1. The Independent Auditors' Report expresses an unqualified opinion on the basic financial statements of the City Court of Monroe.
2. No instances of noncompliance material to the financial statements of the City Court of Monroe were disclosed during the audit.
3. No deficiencies relating to the audit of the financial statements were disclosed during the audit.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None Noted.

**CITY COURT OF MONROE  
CITY OF MONROE, LOUISIANA**

**Summary Schedule of Prior Audit Findings  
As of and For the Year Ended April 30, 2010**

There were no findings or questioned costs for the year ended April 30, 2009.