

**Bossier City Marshal  
Bossier City, Louisiana  
A Component Unit of the City of Bossier City, Louisiana  
Annual Financial Statements  
As of and For the Year Ended December 31, 2023**

Bossier City Marshal  
Bossier City, Louisiana

Table of Contents

	<u>Page No.</u>
<b>Independent Auditors' Report</b>	1 – 3
<b>Required Supplementary Information</b>	
Management's Discussion and Analysis	4 – 10
<b>Basic Financial Statements:</b>	
Government–Wide Financial Statements:	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements:	
Balance Sheet – Government Funds	13
Reconciliation of Fund Balances on the Balance Sheet For Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position	14
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	16
Statement of Fiduciary Net Position	17
Statement of Changes in Fiduciary Net Position	18
Notes to the Financial Statements	19 – 34
<b>Required Supplementary Information:</b>	
Schedule of Proportionate Share of Net Pension Liability	35
Schedule of Contributions	36
Schedule of Revenues, Expenditures, Changes in Fund Balance – Budget and Actual (Cash Basis) – General Fund	37
Schedule of Revenues, Expenditures, Changes in Fund Balance – Budget and Actual (Cash Basis) – Probation Fund	38

(Continued)

Bossier City Marshal  
Bossier City, Louisiana

Table of Contents

(Continued)

Schedule of Revenues, Expenditures, Changes in Fund Balance – Budget and Actual (Cash Basis) – Equipment and Training Fund	39
Note to Budgetary Comparison Schedules	40
<b>Other Supplementary Information</b>	
Schedule of Compensation, Benefits, and Other Payments To Agency Head	41
Justice System Funding Schedules:	
Receiving Schedule – General Fund	42
Receiving Schedule – Equipment and Training Fund	43
Collecting/Disbursing Schedule	44
<b>Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i></b>	45 – 46
<b>Schedule of Prior Year Audit Findings</b>	47
<b>Schedule of Current Year Audit Findings</b>	47

# COOK & MOREHART

*Certified Public Accountants*

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

TRAVIS H. MOREHART, CPA  
VICKIE D. CASE, CPA

TELEPHONE (318) 222-5415

FAX (318) 222-5441

STUART L. REEKS, CPA  
J. PRESTON DELAUNE, CPA

MEMBER  
AMERICAN INSTITUTE  
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

## Independent Auditors' Report

Bossier City Marshal  
City of Bossier City, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier City Marshal, a component unit of the City of Bossier City, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Bossier City Marshal's basic financial statements as listed in the table of contents.

In our opinion, the accompanying 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 Bossier City Marshal, 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 (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). 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 Bossier City Marshal and to meet our other ethical responsibilities, in accordance with 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 the 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 Bossier City Marshal'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 auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material

misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Bossier City Marshal'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 Bossier City Marshal's ability to continue as a going concern for a reasonable period of time.

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

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 – 10, budgetary comparison information on pages 37 – 40, the Schedule of Contributions on page 36, and the Schedule of Proportionate Share of Net Pension Liability on page 35, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Supplementary Information***

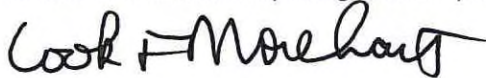
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bossier City Marshal's basic financial statements. The other supplementary information Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 41 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head is the responsibility of management. Section I of that schedule was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information in Section I of the schedule 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, Section I of the Schedule of Compensation, Benefits, and Other Payments to Agency Head is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Section II of the Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 41 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the Bossier City Marshal prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other supplementary information schedules, Justice System Funding Schedules, shown on pages 42 – 44, are presented for the purposes of additional analysis and are not a required part of the basic financial statements. These schedules are presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with accounting principles generally accepted in the United States of America. The 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. Such 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 Justice System Funding Schedules, shown on pages 42 – 44, are fairly stated in all material respects, in relation to the 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 April 26, 2024, on our consideration of the Bossier City Marshal'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 Bossier City Marshal'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 the Bossier City Marshal's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
April 26, 2024

**BOSSIER CITY MARSHAL  
BOSSIER CITY, LOUISIANA**

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

As management of the Bossier City Marshal, (hereafter referred to as the “Marshal”) we offer the readers of the Marshal’s financial statements this narrative overview and analysis of the financial activities of the Marshal as of and for the year ended December 31, 2023. We encourage readers to consider the information presented here in conjunction with the Marshal’s basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

**FINANCIAL HIGHLIGHTS**

The Marshal experienced a decrease in net assets of (\$41,499) or 4.09% during the fiscal year ended December 31, 2023 compared to an increase of \$49,873 or 5.17% during the prior year. As of December 31, 2023 the assets of the Marshal exceed its liabilities by \$972,254. Of this amount \$838,706 (86.26%) is reported as “unrestricted net position” and represents the amount available to be used to meet the Marshal’s ongoing obligations to the citizens of Bossier City, Louisiana.

Traffic fines, commissions and fees revenue for the year ended December 31, 2023 decreased by (\$7,966) as compared to the year ended December 31, 2022.

Expenses for the year ended December 31, 2023 increased by \$108,959 or 29.54% from the year ended December 31, 2022.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Marshal’s basic financial statements. The Marshal’s basic financial statements include three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains additional required supplementary information (budgetary schedules) in addition to the basic financial statements. These components are described below:

***Basic Financial Statements***

The basic financial statements include two kinds of financial statements that present different views of the Bossier City Marshal - the **Government-wide Financial Statements** and the **Fund Financial Statements**. These financial statements also include the **Notes to the Financial Statements** that explain some of the information in the financial statements and provide additional detail.

## **Government-Wide Financial Statements**

The government-wide financial statements provide a broad view of the Marshal's operations in a manner similar to a private-sector business. The statements provide both short-term and long-term information about the Marshal's financial position, which assists users in assessing the Marshal's economic condition at the end of the year. These statements are prepared using the economic resources measurement focus and the accrual basis of accounting similar to methods used by most businesses. These statements report all revenues and expenses connected with the year even if cash has not been received or paid and include all assets and liabilities of the Marshal. The Marshal's financial statements contain only governmental activities. The government-wide financial statements include two statements:

- The *statement of net position* presents all of the Marshal's assets and liabilities, with the difference between the two reported as "net position". Over time, increases or decreases in the Marshal's net position may serve as a useful indicator of whether the financial position of the Marshal is improving or deteriorating.
- The *statement of activities* presents information showing how the Marshal's net position changed during the most recent year using the full accrual basis of accounting. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues and some expenses that are reported in this statement will not result in cash flows until future years. This statement also presents a comparison between the direct expenses and program revenues of the Marshal.

The government-wide financial statements can be found immediately following this discussion and analysis.

## **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Marshal, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the Marshal's office, reporting the Marshal's operations in more detail than the government-wide statements. The funds of the Marshal are divided into two categories: governmental funds and fiduciary funds.

- *Governmental funds.* Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources at the end of the year. Such information may be useful in evaluating the Marshal's near-term financing requirements. This approach is known as using the flow of financial resources measurement focus and the modified accrual basis of accounting. These statements provide a detailed short-term view of the Marshal's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the Marshal.



Because the focus of the governmental funds financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, users may better understand the long-term impact of the Marshal's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and the governmental activities. These reconciliations are presented on the page immediately following each governmental funds financial statement.

The Marshal has three governmental funds: the General Fund, Probation Fund, and the Equipment and Training Fund, each of which is considered a major fund for presentation purposes. That is, each major fund is presented in a separate column in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances.

- *Fiduciary funds.* Fiduciary funds are used to account for resources held for the benefit of parties outside of the Marshal. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Marshal's own programs. The accrual basis of accounting is used for fiduciary funds.

The Marshal has one fiduciary fund, the Garnishment Fund.

The funds financial statements can be found immediately following the government-wide financial statements.

### **Notes to the Financial Statements**

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

### **Required Supplementary Information**

The basic financial statements are followed by a section of required supplementary information. This section includes a budgetary comparison schedule for the General Fund, Probation fund, and Equipment and Training Fund as presented in the governmental fund financial statements. The amounts reported on the budgetary basis differ from the basis used to present the basic financial statements in accordance with generally accepted accounting policies (GAAP). Annual budgets are prepared on the cash basis of accounting. This section also includes a Schedule of Proportionate Share of Net Pension Liability and a Schedule of Contributions related to the Marshal's participation in the Municipal Employees' Retirement System.

## FINANCIAL ANALYSIS OF GOVERNMENT-WIDE ACTIVITIES

### *Net Position*

Net Position may serve over time as a useful indicator of the Marshal's financial position. The Marshal's assets exceeded liabilities by \$972,54 as of December 31, 2023, compared to \$1,013,753 at the end of the previous year. The Marshal continues to maintain a high level of liquidity with \$799,563 (95.33% of unrestricted net position) held in cash and cash equivalents and \$267,366 (31.88% of unrestricted net position) invested in short-term time deposits with local financial institutions.

At December 31, 2023, \$86,556 (8.90%) of the Marshal's net position reflects investment in capital assets compared to \$113,626 (11.21%) for the prior year. The Marshal uses these capital assets to provide services to the citizens of Bossier City, Louisiana; consequently, these assets are not available for future spending.

	Governmental Activities	
	2023	2022
Current assets	\$ 1,153,141	\$ 1,057,983
Capital assets, net of accumulated depreciation	86,556	113,626
Total assets	<u>1,239,697</u>	<u>1,171,609</u>
Deferred outflows of resources-pension related	41,509	68,257
Current liabilities	147,485	59,017
Non-current liabilities:		
Due within one year	12,786	12,786
Due in more than one year	148,644	152,894
Total liabilities	<u>308,915</u>	<u>224,697</u>
Deferred inflows of resources-pension related	37	1,416
Investment in capital assets	32,203	113,626
Restricted	46,992	127,957
Unrestricted	893,059	772,170
Total net position	<u>\$ 972,254</u>	<u>\$ 1,013,753</u>

### *Changes in Net Position*

The Marshal's net position decreased by (\$41,499) or 4.09% during the year ended December 31, 2023, compared to an increase in net position of \$49,873 or 5.17% during the prior year.

During the year ended December 31, 2023, program revenues accounted for \$428,398 or 98.20% of total revenues compared to \$435,795 or 99.6% of total revenues during the prior year.

	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Revenues:		
Program revenues:		
Charges for services	\$ 424,144	\$ 432,110
Operating contributions:		
Pension related	4,254	3,685
General revenues:		
Interest	4,572	1,756
Other	3,295	
Loss on disposition of capital assets		(18,873)
Total revenues	<u>436,265</u>	<u>418,678</u>
Expenses:		
Public Safety	<u>477,764</u>	<u>368,805</u>
Increase (decrease) in net position	(41,499)	49,873
Net position, beginning of year	<u>1,013,753</u>	<u>963,880</u>
Net position, end of year	<u>\$ 972,254</u>	<u>\$ 1,013,753</u>

Total revenues increased \$17,587, or 4.20%, from total revenues in 2022 of \$418,678 to total revenues of \$436,265 in 2023. The main reason for the increase was there were no losses due to disposition of assets during 2023. Expenses increased \$108,959, or 29.54%, from total expenses in 2022 of \$368,805 to total expenses of \$477,764 in 2023. The main reason for the increase in expenses is due to increase in appropriations to the City of Bossier City for equipment.

### **FINANCIAL ANALYSIS OF THE MARSHAL'S INDIVIDUAL FUNDS**

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

#### ***Governmental Funds***

The focus of the Marshal's governmental funds is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Marshal's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Marshal's net resources available for spending at the end of the year.

As of the end of the current year, the Marshal's governmental funds reported ending fund balances totaling \$958,946, a decrease of \$5,922 (0.61%) compared to the prior year. The ending fund balances are available for spending in the coming year.

The General Fund is the chief operating fund of the Marshal. The general fund's unassigned fund balance as of December 31, 2023, totaled \$911,954 compared to \$836,911 at the end of the prior year.

## GENERAL FUND BUDGETARY HIGHLIGHTS

Formal budgetary integration is employed as a management control device during the fiscal year. The budget policy of the Marshal complies with state law, as amended, and as set forth in Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA-R.S. 39:1301 et seq.).

Actual expenditures were \$837,830 less than the final budgeted amounts.

Revenues available for expenditure were \$12,693 more than the final budgeted amounts.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### *Capital Assets*

The Marshal's investment in capital assets for its governmental activities as of December 31, 2023, totaled \$367,637, net of accumulated depreciation of \$281,081, leaving a book value of \$86,556. This investment in capital assets consists of automobiles, law enforcement equipment, office equipment, and furniture and fixtures.

There were no capital asset additions during 2023.

Asset additions during 2022:

Vehicle equipment	\$	29,803
Body cam server		13,270
Fixed camera license reader		80,082
	\$	<u>123,155</u>

### *Debt*

At the end of 2023, the Marshal had \$161,430 in long-term liabilities, as described below.

	Governmental Activities	
	2023	2022
Finance purchase	\$ 54,353	\$ 54,353
Net pension liability	107,077	111,327
	<u>\$ 161,430</u>	<u>\$ 165,680</u>

More detailed information about the finance purchase and pension liability are presented in Notes 12 and 13 to the financial statements.

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

The following economic factors were considered when the budget for the fiscal year ended December 31, 2024 was prepared:

Revenues are expected to remain consistent with the prior year.

Expenses are expected to remain consistent with the prior year.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the finances of the Marshal and seeks to demonstrate the Marshal's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Mr. Jim Whitman, Bossier City Marshal, 620 Benton Road, Bossier City, Louisiana 71111, or by calling (318) 741-8835.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Net Position  
December 31, 2023

	Governmental Activities
<b>Assets</b>	
Cash and cash equivalents	\$ 799,563
Investments	267,366
Accounts receivable	5,244
Due from Bossier City	19,751
Due from City Court	14,507
Prepaid expenses	46,710
Capital assets (net of accumulated depreciation)	86,556
Total assets	1,239,697
Deferred outflows of resources-pension related	41,509
<b>Liabilities</b>	
Accounts payable	7,936
Due to Bossier City	139,549
Non current liabilities	
Due within one year	12,786
Due in more than one year	148,644
Total liabilities	308,915
Deferred inflows of resources-pension related	37
<b>Net Position</b>	
Investment in capital assets	32,203
Restricted for probation activities	46,186
Restricted for equipment and training	806
Unrestricted	893,059
Total net position	\$ 972,254

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2023

	Governmental Activities
Expenses	
Public safety	\$ 477,764
Program Revenues	
Charges for services:	
City Court - traffic fines	180,735
Commissions and fees	243,409
Operating grants and contributions:	
Pension related	4,254
Total program revenues	428,398
Net program revenues (expenses)	(49,366)
General Revenues	
Interest income	4,572
Other	3,295
Total general revenues	7,867
Change in net position	(41,499)
Net position - December 31, 2022	1,013,753
Net position - December 31, 2023	\$ 972,254

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Balance Sheet  
Governmental Funds  
December 31, 2023

	General Fund	Probation Fund	Equipment and Training Fund	Total
<b>Assets</b>				
Cash and cash equivalents	\$ 668,324	\$ 46,186	\$ 85,053	\$ 799,563
Investments	267,366			267,366
Accounts receivable	5,244			5,244
Due from Bossier City	19,751			19,751
Due from City Court	10,529		3,978	14,507
<b>Total assets</b>	<b>\$ 971,214</b>	<b>\$ 46,186</b>	<b>\$ 89,031</b>	<b>\$ 1,106,431</b>
<b>Liabilities</b>				
Accounts payable	\$ 7,936	\$	\$	\$ 7,936
Due to Bossier City	51,324		88,225	139,549
<b>Total liabilities</b>	<b>59,260</b>		<b>88,225</b>	<b>147,485</b>
<b>Fund Balances</b>				
Restricted for probation activities		46,186		46,186
Restricted for equipment and training			806	806
Unassigned	911,954			911,954
<b>Total fund balances</b>	<b>911,954</b>	<b>46,186</b>	<b>806</b>	<b>958,946</b>
<b>Total liabilities and fund balances</b>	<b>\$ 971,214</b>	<b>\$ 46,186</b>	<b>\$ 89,031</b>	<b>\$ 1,106,431</b>

The notes to the financial statements are an integral part of this statement.



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds  
to Net Position of Governmental Activities on the Statement of Net Position  
December 31, 2023

Fund Balances - Total Governmental Funds	\$	958,946
Amounts reported for governmental activities in the statement of net position are different because:		
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.		
		46,710
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds:		
Add - capital assets		367,637
Deduct - accumulated depreciation		(281,081)
Other long-term amounts are not available to pay for current-period expenditures and therefore are not available in the governmental funds:		
Deferred outflows-pension related		41,509
Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reported in the funds:		
Finance purchase		(54,353)
Deferred inflows-pension related		(37)
Net pension liability		(107,077)
		(107,077)
Net Position of Governmental Activities	\$	972,254

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2023

	General Fund	Probation Fund	Equipment and Training Fund	Total
Revenues:				
City Court - traffic fines	\$ 124,215	\$	\$ 56,520	\$ 180,735
Commissions and fees	148,714	94,695		243,409
Other			3,295	3,295
Interest income	4,450	60	62	4,572
Total revenues	<u>277,379</u>	<u>94,755</u>	<u>59,877</u>	<u>432,011</u>
Expenditures:				
Current - Public Safety				
Dues and publications	12,727			12,727
Law enforcement supplies	100,847		540	101,387
Office expense	19,484			19,484
Training	5,510		1,744	7,254
Travel, lodging, and meals	14,176			14,176
Insurance	18,226			18,226
Professional fees	13,190			13,190
Other operating	5,454	88		5,542
Salaries and related expenses	36,497			36,497
Appropriation to City for personnel related	51,324			51,324
Appropriation to City for equipment	39,901		118,225	158,126
Total expenditures	<u>317,336</u>	<u>88</u>	<u>120,509</u>	<u>437,933</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(39,957)</u>	<u>94,667</u>	<u>(60,632)</u>	<u>(5,922)</u>
Other financing sources (uses):				
Transfers in	115,000			115,000
Transfers out		(115,000)		(115,000)
	<u>115,000</u>	<u>(115,000)</u>		
Net changes in fund balances	75,043	(20,333)	(60,632)	(5,922)
Fund balances at beginning of year	<u>836,911</u>	<u>66,519</u>	<u>61,438</u>	<u>964,868</u>
Fund balances at end of year	<u>\$ 911,954</u>	<u>\$ 46,186</u>	<u>\$ 806</u>	<u>\$ 958,946</u>

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
For the Year Ended December 31, 2023

Net Change in Fund Balances - Governmental Funds	\$	(5,922)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense of \$27,070 exceeds capital outlays of \$0.		(27,070)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.		12,612
Revenues that are not available to pay current obligations are not reported in the fund financial statements, but they are presented as revenues in the statement of activities		
Non-employer contributions to cost-sharing pension plan		4,254
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.		
Pension expense		<u>(25,373)</u>
Change in Net Position of Governmental Activities	\$	<u>(41,499)</u>

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Fiduciary Net Position  
Fiduciary Fund  
December 31, 2023

	Custodial Fund
<b>Assets</b>	
Cash and cash equivalents	\$ 68,913
Total assets	<u>68,913</u>
<b>Liabilities</b>	
Accounts payable - due to others	68,913
Total liabilities	<u>68,913</u>
<b>Net Position</b>	
Total net position	<u>\$</u>

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Changes in Fiduciary Net Position  
Fiduciary Fund  
For the Year Ended December 31, 2023

	Custodial Fund
Additions:	
Investment income - interest	\$ 58
Funds collected for other entities	777,481
Total additions	777,539
Deductions:	
Payments of funds to other entities	777,539
Total deductions	777,539
Change in net position	
Net position - beginning	
Net position - ending	\$

The notes to the financial statements are an integral part of this statement.

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023

INTRODUCTION

The Bossier City Marshal (the Marshal) is a separate organization within the City of Bossier City's (the City) organizational structure established in accordance with Louisiana Revised Statute 13:1879. The Marshal's office is funded by the City. The Marshal's departmental expenses, such as payroll and related costs, maintenance, utilities, etc., are paid by the City. These financial statements account for all activities of the Marshal's office not funded by the City.

The Marshal is the executor of City Court and, therefore, is responsible for executing the orders and mandates of the City Court.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Marshal have been prepared in conformity with governmental accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

B. REPORTING ENTITY

The Marshal is an independently elected official; however, the Marshal is fiscally dependent on the City. The City maintains and operates the city courthouse in which the Marshal's office is located and provides funds for payroll and related costs, equipment and furniture of the Marshal's office. Because the Marshal is fiscally dependent on the City, the Marshal was determined to be a component unit of the City, the financial reporting entity.

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

C. FUND ACCOUNTING

The Marshal uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

Funds of the Marshal are classified into two categories: governmental funds and fiduciary (custodial) funds. These funds are described as follows:

Governmental Funds

Governmental funds account for all of the Marshal'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 which may be used to finance future period programs or operations of the Marshal. The following are the Marshal's major governmental funds:

*General Fund* – The General Fund is the general operating fund of the Marshal. The Marshal's share of court costs assessed by City Court as authorized by Louisiana Statute R.S. 13:1899C, collections of traffic fines, and collections of court-imposed fines remitted to City Court are all accounted for in this fund. General operating expenditures are paid from this fund.

*Special Revenue Funds* – Funds established to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service and capital projects. The Marshal's special revenue funds are as follows:

*Probation Fund* – The Probation Fund is used to account for the collection of probation fees as ordered by City Court. These funds are used for equipment and other operational expenditures of the Marshal's office to defray the cost of the probation activity.

*Equipment and Training Fund* – The Equipment and Training Fund is used to account for the fees associated with Louisiana Statute R.S. 13:5807 as amended by Act No. 166 of the 2020 regular session. Funds shall be used to assist in the purchasing or updating of necessary equipment and officer training to carry out the efficient performance of all duties imposed by law on constables and marshals.

Fiduciary Funds

Fiduciary funds are used to account for assets held by the Marshal in a trustee capacity or as an agent for individuals, private organizations, other government units, and / or other funds. The following is the Marshal's fiduciary fund:

*Garnishment Fund* – The Garnishment Fund is used to account for the collection and disbursement of garnishments of wages in accordance with the orders and writs of City Court. The Marshal receives a 6% commission for the executions of orders and writs of City Court as established by Louisiana Statute R.S. 33:1704.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the Governmental Funds 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 balance 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 Marshal's operations.

The amounts reflected in the Governmental Funds 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 Marshal 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.

Revenues

Commissions and fees for services are recorded in the year in which they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available. Substantially all other revenues are recorded when received by the Bossier City Marshal. Based on the above criteria, commissions and fees for services are treated as susceptible to accrual.

Expenditures

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

Capital outlays are reported at the time purchased.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid are accounted as other financing sources (uses) and are recognized when the underlying events occur.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

Government-wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Marshal as a whole. These statements include all non-fiduciary activities of the Marshal. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Program Revenues – Program revenues included in the Statement of Activities consist of charges for services which are derived directly from a fee for services, grant-contract revenues, and non-employer contributions to cost-sharing pension plan. Program revenues reduce the cost of the function to be financed from the Marshal's general revenues.

E. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash includes amounts in demand deposits and interest bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less when purchased. Time deposits with original maturities in excess of 90 days are recorded as investments. Investments are stated at cost, which approximates market value.

The Marshal's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Marshal may deposit funds in demand deposits, interest bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

F. CAPITAL ASSETS

Capital assets are reported in the government-wide financial statements at historical cost. Additions, improvements or other capital outlays that significantly extend the useful life of an asset are capitalized. Donated assets are recorded as capital assets at acquisition value at the date of donation. The Marshal maintains a threshold level of \$5,000 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized.

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 are depreciated using the straight-line method over the following useful lives:

Furniture and equipment	5 – 20 years
Vehicles	5 years

For fund financial statements, capital assets are recorded as expenditures in the governmental funds at the time purchased.

No depreciation is recorded in the fund financial statements.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect 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.

H. NET POSITION

Government-wide net position is divided into three components: Net investment in capital assets consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets. Restricted net position consists of assets that are restricted by the Marshal's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors (less related liabilities and deferred inflows of resources). All other net position is reported as unrestricted net position. When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the Marshal's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

I. FUND BALANCES

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - amounts that can be used only for the specific purposes as a result of constraints imposed by the Bossier City Marshal (the Marshal's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the Bossier City Marshal removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned - amounts that are constrained by the Marshal's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications

The Marshal's policy is to apply expenditures against restricted fund balance and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

J. INTERFUND ACTIVITY

Interfund activity is reported as loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements. At December 31, 2023, there were no outstanding balances between funds.

K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Marshal currently has deferred outflows of resources related to pensions in the government-wide statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Marshal currently has deferred inflows of resources related to pensions.

(2) BUDGET

The Marshal adopts an annual budget for the General Fund and the Special Revenue Funds. Through the budget, the Marshal allocates its resources and establishes its priorities. The annual budget assures the efficient and effective uses of the Marshal's economic resources. It establishes the foundation of effective financial planning by providing resource planning, performance measures and controls that permit the evaluation and adjustment of the Marshal's performance.

The budget is structured such that revenues are budgeted by source and appropriations are budgeted by principal type of expenditure. Expenditures may not legally exceed appropriations at the fund level. Appropriations that are not expended lapse at year end. The Marshal may revise or amend the budget at its discretion. Management may not amend the budget.

The proposed budget for the December 31, 2023, fiscal year was made available for public inspection at the Marshal's office on December 15, 2022. The proposed budget is prepared on the cash basis of accounting which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles (GAAP). There was one budget amendment during the year ended December 31, 2023.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

(3) CASH, CASH EQUIVALENTS, AND INVESTMENTS

At December 31, 2023, the Marshal had cash, cash equivalents, and investments (book balances) totaling \$1,135,842 as follows:

A. Cash and cash equivalents:

Governmental Funds:	
General Fund	\$ 668,324
Probation Fund	46,186
Equipment & Training Fund	<u>85,053</u>
Total Governmental Funds	799,563
Fiduciary (Custodial) Funds:	
Garnishment Fund	<u>68,913</u>
Total – All Funds	<u>\$ 868,476</u>

B. Investments:

At December 31, 2023, the Marshal held certificates of deposit totaling \$267,366 in the General Fund that were classified as investments since their maturity was in excess of ninety days subsequent to their initial purchase. These certificates of deposit are carried at cost which approximates market value and are secured by federal deposit insurance. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955.

C. Credit Risk

Custodial credit risk is the risk that in the event of a failure of a depository financial institution, the government will not be able to recover its deposits. As of December 31, 2023, the government's bank balance of \$1,156,525 was protected by \$407,559 of FDIC insurance and \$193,074 of NCUSIF insurance, with the remaining \$555,892 protected and collateralized with pledged securities held by the custodial bank's trust department not in the Bossier Marshal's name.

(4) ACCOUNTS RECEIVABLE

Accounts receivable consists of the following at December 31, 2023:

Service Fees	<u>\$ 5,244</u>
--------------	-----------------

The Marshal has elected to record bad debts using the direct write-off method. Generally accepted accounting principles require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

(5) DUE FROM BOSSIER CITY

The General Fund "Due from Bossier City" in the amount of \$19,751 at December 31, 2023, represents fines collected in 2023 by the City of Bossier City not remitted to the Marshal until after December 31, 2023.

(6) DUE FROM CITY COURT

The General Fund and Equipment and Training Fund "Due from City Court" in the amount of \$14,507 at December 31, 2023, represents fines collected in December, 2023 by the City Court not remitted to the Marshal until January 2024.

(7) CAPITAL ASSETS

Changes in capital assets and depreciation for the year ended December 31, 2023, are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Capital assets being depreciated:				
Furniture and equipment	\$ 392,680	\$	\$ (25,043)	\$ 367,637
Less accumulated depreciation:				
Furniture and equipment	(279,054)	(27,070)	25,043	(281,081)
Net capital assets	\$ 113,626	\$ (27,070)	\$	\$ 86,556

Depreciation expense for the year ended December 31, 2023 and was \$27,070 and was recorded in the public safety function.

(8) DUE TO BOSSIER CITY

The General Fund "Due to Bossier City", in the amount of \$51,324 at December 31, 2023, represents an amount due to the City of Bossier City for personnel and personnel related costs for 2023 which were not paid until 2024. The Equipment and Training Fund "Due to Bossier City" in the amount of \$88,225 represents an amount due to the City of Bossier City for vehicle purchases during 2023 which were not paid until 2024.

(9) EXPENDITURES OF THE MARSHAL PAID BY THE CITY

The Marshal's administrative office is located in a building owned by the City. The costs of maintaining and operating the building, as required by statute, are paid by the City and are not included in the accompanying financial statements.

(10) SUBSEQUENT EVENTS

Subsequent events have been evaluated through April 26, 2024, the date the financial statements were available to be issued.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

(11) INTERFUND TRANSFERS

The Probation Fund transfers funds annually to assist in offsetting operating expenditures of the General Fund.

(12) RETIREMENT SYSTEM

The Municipal Employees' Retirement System of Louisiana (System) was established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana to provide retirement benefits to employees of all incorporated villages, towns, and cities within the State which do not have their own retirement system and which elect to become members of the System.

Act 569 of the year 1968 established by the Legislature of the State of Louisiana provides an optional method for municipalities to cancel Social Security and come under supplementary benefits in the System, effective on and after June 30, 1970. Effective October 1, 1978, under Act 788, the "regular plan" and the "supplemental plan" were replaced and are now known as Plan "A" and Plan "B". Plan A combines the original plan and the supplemental plan for those municipalities participating in both plans, while Plan B participates in only the original plan.

Prior to January 1, 2017, the Marshal's proportionate share of the net pension liability, deferred inflows of resources, deferred outflows of resources, and pension expense was included in the City of Bossier City's amounts and was not separately reported by the Municipal Employee's Retirement System (System). Effective January 1, 2017, the System began reporting these amounts separately for the Marshal. Accordingly, the Marshal's proportionate share of the net pension liability, deferred inflows of resources, deferred outflows of resources, and pension expense are reported in the accompanying government-wide financial statements.

**Plan Description**

**Eligibility Requirements:**

Membership is mandatory as a condition of employment beginning on the date employed if the employee is on a permanent basis working at least thirty-five hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the System with exceptions as outlined in the statutes.

Any person eligible for membership whose first employment making him eligible for membership in the system occurred on or after January 1, 2013 shall become a member of MERS Plan B Tier 2 of the System as a condition of employment.

**Retirement Benefits:**

Benefit provisions are authorized within Act 356 of the 1954 regular session and amended by LRS 11:1756-1785. The following brief description of the plan and its benefits is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

Any member of Plan B who commenced participation in the System prior to January 1, 2013 can retire providing the member meets one of the following criteria:

1. Any age with thirty (30) of creditable service.
2. Age 60 with a minimum of ten (10) years or more of creditable service.

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to two percent of the member's final compensation multiplied by the members year of credible service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Any member of Plan B Tier 2 shall be eligible for retirement if the member meets one of the following criteria:

1. Age 67 with seven (7) years of creditable service
2. Age 62 with ten (10) years of creditable service
3. Age 55 with thirty (30) years of creditable service
4. Any age with twenty five (25) years of creditable service, exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

The monthly amount of the retirement allowance for any member of Plan B Tier 2 shall consist of an amount equal to two percent of the member's final compensation multiplied by the members years of credible service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits:

Upon death of any member of Plan B with five (5) or more years of creditable service, not eligible for normal retirement, the plan provides for benefits for the surviving spouse as outlined in the statutes. Any member of Plan B, who is eligible for normal retirement at time of death and who leaves a surviving spouse, will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

DROP Benefits:

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan B who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year. Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the Board of Trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in the System.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

Disability Benefits:

For Plan B, a member shall be eligible to retire and receive a disability benefit if he has at least ten years of creditable service, is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan B shall be paid a disability benefit equal to the lesser of (1) an amount equal to two percent of his final compensation multiplied by his years of creditable service, but not less than thirty percent of his final compensation, or (2) an amount equal to what the member's normal retirement benefit would be based on the member's current final compensation, but assuming the member remained in continuous service until his earliest normal retirement age and using those retirement benefit computation factors which would be applicable to the member's normal retirement.

Cost of Living Increases:

The System is authorized under state law to grant a cost of living increase to members who have been retired for at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows the System to grant an additional cost of living increase to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

Deferred Benefits:

Both plans provide for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

Contributions

Contributions for all members are established by statute. For the year ended June 30, 2023, member contributions are at 5% of earnable compensation for Plan B. The contributions are deducted from the member's salary and remitted by the participating municipality.

According to state statute, contribution for all employers are actuarially determined each year. For the plan years ending June 30, 2023 and 2022, the actual employer contribution rates were 15.5% and 15.5%, respectively, for Plan B. The Marshal's contributions to the System for the years ended December 31, 2023 and 2022 were \$4,588 and \$3,720, respectively. Included in employer contributions for the year ended December 31, 2023, were contributions for the month of December 2023 in the amount of \$419 which were paid in January 2024.

Non-Employer Contributions

According to state statute, the System also receives one-fourth (1/4) of 1% of ad valorem taxes collected within the respective parishes except for Orleans. Tax monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as additional employer contributions and considered support from non-employer contributing entities. Non-employer contributions totaling \$4,254 are recognized as revenue during the year ended December 31, 2023, and excluded from pension expense.

(Continued)



Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

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

At December 31, 2023, the Marshal reported a liability of \$107,077 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 historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Municipal Employees' Retirement System. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts. The allocation method used in determining each employer's proportion was based on each employer's contributions to the System during the fiscal year ended June 30, 2023 as compared to the total of all employers' contributions received by the System during the fiscal year ended June 30, 2023. The Marshal's proportion as measured at June 30, 2023, was .1335360%, which is an increase of .006737% from the proportion as measured at June 30, 2022.

For the year ended December 31, 2023, the Marshal recognized pension expense of \$43,795, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, (\$14,486).

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

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$	\$ 37
Changes of assumptions	1,539	
Net difference between projected and actual earnings on pension plan investments	13,889	
Changes in proportion and differences between employer contributions and proportionate share of contributions	23,570	
Employer contributions subsequent to the measurement Date	2,511	
<b>Total</b>	<u>\$ 41,509</u>	<u>\$ 37</u>

The Marshal reported a total of \$2,511 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2023, which will be recognized as a reduction in net pension liability in the year ended December 31, 2024.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

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

<u>Year</u>	<u>Amount</u>
2024	\$ 26,349
2025	4,118
2026	9,082
2027	(588)
Total	<u>\$ 38,961</u>

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. The actuarial assumptions used in the June 30, 2023 valuations were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

Information on the actuarial valuation and assumptions is as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Expected remaining service lives	3 years
<b>Actuarial Assumptions:</b>	
Investment Rate of Return	6.85%, net of pension plan investment expense, including Inflation
Inflation Rate	2.5%
Salary increases, including	
Inflation and merit increase:	
1 to 4 years of service	7.4% for Plan B
More than 4 years of service	4.9% for Plan B
Annuitant and beneficiary mortality	PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Employee mortality	PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Disables lives mortality	PubNS-2010(B) Disability Retiree Table set equal to 120% for males and females with the full generational MP2018 scale.

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(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 and an adjustment for the effect of rebalancing/diversification.

The target allocation and best estimates of arithmetic 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:

	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Public equity	56%	2.44%
Public fixed income	29%	1.26%
Alternatives	15%	.65%
Totals	<u>100%</u>	4.35%
Inflation		<u>2.50%</u>
Expected Arithmetic Nominal Return		<u>6.85%</u>

The discount rate used to measure the total pension liability was 6.85% for the year ended June 30, 2023. The projection of cash flowed used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates, which are calculated in accordance with relevant statues and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity to Changes in Discount Rate**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.85%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.85%), or one percentage point higher (7.85%) than the current discount rate (assuming all other assumptions remain unchanged).

Changes in net pension liability from changes in the discount rate as of June 30, 2023 for Plan B are as follows:

	<u>Changes in Discount Rate</u>		
	<u>1%</u>	<u>Current</u>	<u>1%</u>
	<u>Decrease</u>	<u>Discount Rate</u>	<u>Increase</u>
	<u>5.85%</u>	<u>6.85%</u>	<u>7.85%</u>
Net Pension Liability	\$ 151,301	\$ 107,077	\$ 69,671

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

**Changes in Net Pension Liability**

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on the pension plan investments and actual experience with regard to those earnings is required to be include in the pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period.

*Changes in Proportion:*

Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) 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 pensions through the pension plan. The unamortized amounts arising from changes in the employers' proportionate shares are presented in the Schedule of Pension Amounts as deferred outflows or deferred inflows as of June 30, 2023.

**Contributions – Proportionate Share**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) 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 a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of pension amounts by employer due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

**Pension Plan Fiduciary Net Position**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2023. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.lla.la.gov](http://www.lla.la.gov).

(Continued)

Bossier City Marshal  
A Component of the City of Bossier City  
Notes to Financial Statements  
December 31, 2023  
(Continued)

(13) LONG-TERM LIABILITIES

Long-term liability activity for the year ended December 31, 2023, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Net pension liability	\$111,327	\$	\$ 4,250	\$107,077	\$
Finance purchase	54,353			54,353	12,786
Governmental Activities long-term liabilities	<u>\$165,680</u>	<u>\$</u>	<u>\$ 4,250</u>	<u>\$161,430</u>	<u>\$ 12,786</u>

Finance Purchase

During 2022, the Marshal entered into a lease agreement to lease certain equipment. The equipment is included in the governmental activities capital assets at a cost of \$80,082, with accumulated depreciation totaling \$29,363 at December 31, 2023. Interest has been inputted at a rate of 4.0%. The Marshal will make annual payments of \$15,000 through 2027. The following lease payments under the lease agreement are as follows:

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 12,786	\$ 2,214	\$ 15,000
2025	13,306	1,694	15,000
2026	13,848	1,152	15,000
2027	14,413	587	15,000
	<u>\$ 54,353</u>	<u>\$ 5,647</u>	<u>\$ 60,000</u>

(14) CONTINGENCIES

The Marshal's office is involved in three (3) separate civil lawsuits, of which the outcome is not presently determinable.

Bossier City Marshal  
A Component of the City of Bossier City  
Schedule of Proportionate Share of Net Pension Liability  
For the Year Ended December 31, 2023

Municipal Employee's Retirement System

<u>Year Ended</u>	<u>Proportion of the Net Pension Liability (Asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered employee payroll</u>	<u>Proportionate share of the net pension liability as a percentage of covered employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2023	0.133360%	\$ 107,077	\$ 25,400	421.56%	73.25%
2022	0.126799%	111,327	24,000	463.86%	69.56%
2021	0.043913%	25,439	23,250	109.42%	79.14%
2020	0.028464%	25,960	22,200	116.94%	66.26%
2019	0.029040%	25,405	22,200	114.44%	64.68%
2018	0.029960%	25,342	22,200	114.15%	65.60%
2017	0.029910%	25,878	22,200	116.57%	63.49%

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

Bossier City Marshal  
A Component of the City of Bossier City  
Schedule of Contributions  
For the Year Ended December 31, 2023

Municipal Employee's Retirement System

<u>Year Ended June 30</u>	<u>Statutorily Required Contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered-employee payroll</u>	<u>Contributions as a percentage of covered-employee payroll</u>
2023	\$ 4,588	\$ 4,588	\$	\$ 29,600	15.50%
2022	3,720	3,720		24,000	15.50%
2021	3,720	3,720		24,000	15.50%
2020	3,298	3,298		22,350	14.76%
2019	3,108	3,108		22,200	14.00%
2018	3,025	3,025		22,200	13.63%
2017	2,692	2,692		22,200	12.13%

\*Amounts presented were determined as of the end of the fiscal year (December 31).

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

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
Budget and Actual (Cash Basis) - General Fund  
For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>		Actual (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
	<u>Original</u>	<u>Amended</u>		
Revenues:				
City Court - traffic fines	\$ 70,000	\$ 120,000	\$ 127,580	\$ 7,580
Commissions and fees	149,700	159,400	163,463	4,063
Interest income	1,100	3,400	4,450	1,050
Total revenues	<u>220,800</u>	<u>282,800</u>	<u>295,493</u>	<u>12,693</u>
Expenditures:				
Current - Public Safety				
Dues and publications	13,000	8,600	7,737	863
Law enforcement supplies	137,000	62,000	103,235	(41,235)
Office expense	23,650	20,100	19,484	616
Training	2,500	2,600	5,510	(2,910)
Travel, lodging, and meals	19,000	16,000	14,176	1,824
Public education	1,000	1,000	1,000	1,000
Insurance	17,000	18,000	18,226	(226)
Professional fees	4,000	9,000	11,620	(2,620)
Other operating	761,268	814,589	8,444	806,145
Salaries and related expenses	6,000	5,600	36,353	(30,753)
Appropriation to City for personnel related	87,000	92,000	47,973	44,027
Appropriation to City for equipment	16,000	53,000	39,901	13,099
Capital outlay	48,000	48,000	48,000	48,000
Total expenditures	<u>1,135,418</u>	<u>1,150,489</u>	<u>312,659</u>	<u>837,830</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(914,618)</u>	<u>(867,689)</u>	<u>(17,166)</u>	<u>850,523</u>
Other Financing Sources				
Transfers in	114,000	80,000	115,000	35,000
Total other financing sources	<u>114,000</u>	<u>80,000</u>	<u>115,000</u>	<u>35,000</u>
Net change in fund balance	(800,618)	(787,689)	97,834	885,523
Fund balance at beginning of year	<u>800,618</u>	<u>787,689</u>	<u>832,319</u>	<u>44,630</u>
Fund balance at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 930,153</u>	<u>\$ 930,153</u>

See accompanying note to the required supplementary information.



Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Schedule of Revenues, Expenditures, and Changes in Fund Balance -  
Budget and Actual (Cash Basis) - Probation Fund  
For the Year Ended December 31, 2023

	Budgeted Amounts		Actual (Budgetary Basis)	Variance- Favorable (Unfavorable)
	Original	Amended		
<b>Revenues:</b>				
Commissions and fees	\$ 65,000	\$ 95,000	\$ 94,696	\$ (304)
Interest income	40	60	60	-
Total revenues	<u>65,040</u>	<u>95,060</u>	<u>94,756</u>	<u>(304)</u>
<b>Expenditures:</b>				
Current - Public Safety				
Other operating	3,015	80,677	89	80,588
Total expenditures	<u>3,015</u>	<u>80,677</u>	<u>89</u>	<u>80,588</u>
Excess of revenues over expenditures	62,025	14,383	94,667	80,284
<b>Other Financing Sources (Uses):</b>				
Transfer to other funds	<u>(114,000)</u>	<u>(80,000)</u>	<u>(115,000)</u>	<u>(35,000)</u>
Net Change in Fund Balance	(51,975)	(65,617)	(20,333)	45,284
Fund balance at beginning of year	<u>51,975</u>	<u>65,617</u>	<u>66,519</u>	<u>902</u>
Fund balance at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 46,186</u>	<u>\$ 46,186</u>

See accompanying note to the required supplementary information.

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Schedule of Revenues, Expenditures, and Changes in Fund Balance  
Budget and Actual (Cash Basis) - Equipment and Training Fund  
For the Year Ended December 31, 2023

	Budgeted Amounts		Actual (Budgetary Basis)	Variance- Favorable (Unfavorable)
	Original	Amended		
<b>Revenues:</b>				
Commissions and fees	\$ 50,000	\$ 50,000	\$ 56,772	\$ 6,772
Other			3,295	3,295
Interest income	25	50	62	12
Total revenues	<u>50,025</u>	<u>50,050</u>	<u>60,129</u>	<u>10,079</u>
<b>Expenditures:</b>				
Current - Public Safety				
Law enforcement supplies			540	(540)
Training	4,400	200	1,744	(1,544)
Other	38,233	74,596		74,596
Appropriation to City for equipment	62,000	35,600	30,000	5,600
Total expenditures	<u>104,633</u>	<u>110,396</u>	<u>32,284</u>	<u>78,112</u>
Excess of revenues over expenditures	(54,608)	(60,346)	27,845	88,191
Fund balance at beginning of year	<u>54,608</u>	<u>60,346</u>	<u>57,208</u>	<u>(3,138)</u>
Fund balance at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 85,053</u>	<u>\$ 85,053</u>

See accompanying note to the required supplementary information.

Bossier City Marshal  
A Component of the City of Bossier City  
Note to Required Supplementary Information  
December 31, 2023

The Budgetary Comparison Schedule- Budget to Actual (Cash Basis) presents comparisons of the original and final legally adopted budget with actual data on a budgetary basis.

Since accounting principles applied for purposes of developing data on a budgetary basis (cash basis) differ significantly from those used to present financial statements in conformity with GAAP (modified accrual basis), a reconciliation of resulting basis differences in the revenues in excess of (less than) expenditures between budgetary and GAAP presentations for the year ended December 31, 2023, is presented below:

	General Fund	Probation Fund	Equipment Fund
Excess (deficiency) of Revenues and other sources over expenditures and other uses (budgetary basis)	\$ 97,834	\$ (20,333)	\$ 27,845
Adjustments:			
Revenue accruals - net	(18,057)		(252)
Expenditure accruals - net	(4,734)		(88,225)
Excess (deficiency) of Revenues and other sources over expenditures and other uses (GAAP basis)	\$ 75,043	\$ (20,333)	\$ (60,632)

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Other Supplementary Information  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2023

**Agency Head: Jim Whitman, Bossier City Marshal**

**SECTION I**

**Paid by the Bossier City Marshal:**

<b>PURPOSE</b>		<b>AMOUNT</b>
Salary	\$	29,600
Benefits-retirement		4,588
Per diem		345
Travel		1,274

**SECTION II**

**Paid by the City of Bossier City:**

<b>PURPOSE</b>		<b>AMOUNT</b>
Salary	\$	97,200
Benefits - insurance		12,203
Benefits - retirement		15,066

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Other Supplementary Information  
Justice System Funding Schedule  
Receiving Schedule - General Fund  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended December 31, 2023

Cash Basis Presentation	<u>January 2023 - June 2023</u>	<u>July 2023 - December 2023</u>
<b>Receipts From:</b>		
City Court of Bossier City - Civil Fees	\$ 19,572	\$ 18,306
Bossier Parish Police Jury - Civil Fees	2,420	2,230
Shreveport City Court - Civil Fees	2,730	2,520
City of Springhill - Civil Fees	60	60
City of Minden - Civil Fees	30	
Praireville Justice of the Peace - Civil Fees	30	
Christie L. Mayeux - Justice of the Peace - Civil Fees		60
Marion County District Clerk - Civil Fees		10
Eunice City Court - Civil Fees		30
Ruston City Court - Civil Fees		60
City of Bossier City - Bond Fees	34,924	
City Court of Bossier City - Criminal Court Costs/Fees	74,439	53,142
Interest earnings on collections	1,292	3,158
<b>Subtotal Receipts</b>	<b>135,497</b>	<b>79,576</b>
 Ending Balance of Amounts Assessed but Not Received	 -	 -

Bossier City Marshal  
 A Component Unit of the City of Bossier City, Louisiana  
 Other Supplementary Information  
 Justice System Funding Schedule  
 Receiving Schedule - Equipment and Training Fund  
 As Required by Act 87 of the 2020 Regular Legislative Session  
 For the Year Ended December 31, 2023

Cash Basis Presentation	<u>January 2023 - June 2023</u>	<u>July 2023 - December 2023</u>
<b>Receipts From:</b>		
City Court of Bossier City - Civil Fees	\$ 29,358	\$ 27,414
Interest earnings on collections	25	37
<b>Subtotal Receipts</b>	<u>29,383</u>	<u>27,451</u>
Ending Balance of Amounts Assessed but Not Received	-	-

Bossier City Marshal  
A Component Unit of the City of Bossier City, Louisiana  
Other Supplementary Information  
Justice System Funding Schedule  
Collecting/Disbursing Schedule  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended December 31, 2023

	<u>January 2023 - June 2023</u>	<u>July 2023 - December 2023</u>
Cash Basis Presentation		
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	<b>\$ 117,636</b>	<b>\$ 140,194</b>
<b>Add: Collections</b>		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	382,929	389,649
Probation/Parole/Supervision Fees	69,316	49,148
Interest Earnings on Collected Balances	62	56
Subtotal Collections	<u>452,307</u>	<u>438,853</u>
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	21,128	21,293
Amounts "Self-Disbursed" to Collecting Agency		
Probation fees	40,000	75,000
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Civil Fee Refunds	25,657	34,265
Restitution Payments to Individuals	13,200	10,880
Other disbursement to Individuals	70	88
Payments to 3rd Party Collection/Processing Agencies	329,694	322,422
Subtotal Disbursements/Retainage	<u>429,749</u>	<u>463,948</u>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<b>\$ 140,194</b>	<b>\$ 115,099</b>
Ending Balance of "Partial Payments" Collected but not Disbursed	N/A	N/A

**Other Information:**

Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	<u>N/A</u>	<u>N/A</u>
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	<u>N/A</u>	<u>N/A</u>

# COOK & MOREHART

*Certified Public Accountants*

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

TRAVIS H. MOREHART, CPA  
VICKIE D. CASE, CPA

TELEPHONE (318) 222-5415

FAX (318) 222-5441

STUART L. REEKS, CPA  
J. PRESTON DELAUNE, CPA

MEMBER  
AMERICAN INSTITUTE  
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

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*

## Independent Auditors' Report

Bossier City Marshal  
Bossier City, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier City Marshal as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Bossier City Marshal's basic financial statements, and have issued our report thereon dated April 26, 2024.

### Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Bossier City Marshal's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bossier City Marshal's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bossier City Marshal'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 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 the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bossier City Marshal's financial statements are free from 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of this Report

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



Cook & Morehart  
Certified Public Accountants  
April 26, 2024

Bossier City Marshal  
Bossier City, Louisiana  
Schedule of Audit Findings  
December 31, 2023

**Summary Schedule of Prior Audit Findings**

There were no findings for the prior year audit for the year ended December 31, 2022.

**Current Year Audit Findings**

There are no findings for the current year audit for the year ended December 31, 2023.

# COOK & MOREHART

*Certified Public Accountants*

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

TRAVIS H. MOREHART, CPA  
VICKIE D. CASE, CPA

TELEPHONE (318) 222-5415

FAX (318) 222-5441

STUART L. REEKS, CPA  
J. PRESTON DELAUNE, CPA

MEMBER  
AMERICAN INSTITUTE  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

## Independent Accountants' Report on Applying Agreed-Upon Procedures

Bossier City Marshal  
City of Bossier City  
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 Bossier City Marshal's management is responsible for those C/C areas identified in the SAUPs.

The Bossier City Marshal (the Marshal) 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 acknowledges 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, preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collection for each type of revenue or agency fund additions.

- v) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(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
- ix) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statutes (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 requirements 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 disclosures/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.

Management provided written policies and procedures addressing all of the above.

## 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.
  - ii) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.
  - iii) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

- iv) Observe 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 Marshal is an independently elected official and is not required to have board or finance committee meetings.

### **3) Bank Reconciliations**

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

Management provided the requested information, along with management's representation that the listing is complete.

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

Bank reconciliations selected include evidence that they were prepared within 2 months of the related statement closing date.

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

Bank reconciliations selected included evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

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

*Exception:* There was no documentation that management had researched reconciling items outstanding for more than 12 months. There were 12 items totaling \$1,641 for the accounts selected for testing.

### **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).

Management provided the requested information, along with 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 that are responsible for cash collections do not share cash drawers/registers.

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

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

Employees responsible for collecting cash are not responsible for preparing/making bank deposits.

- 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.

Employee(s) responsible for collecting cash are not responsible for posting collection entries to the general ledger or subsidiary ledgers.

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

Employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers by revenue source and/or custodial fund additions are not responsible for collecting cash.

- 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.

All employees are covered by a blanket insurance policy for theft.

- 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). Obtain supporting documentation for each of the 10 deposits and:

- i) Observe that receipts are sequentially pre-numbered.
- ii) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii) Trace the deposit slip total to the actual deposit per the bank statement.
- iv) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe drawer).
- v) Trace the actual deposit per the bank statement to the general ledger.

Procedures performed no exceptions noted.

**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).

Management provided the requested information, along with management's representation that the listing is complete.

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if 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.

No exceptions noted.

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

No exceptions noted.

- 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.

*Exception:* The employee responsible for processing payments also adds vendors to the disbursement system.

- 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.

*Exception:* The employee responsible for processing payments also receives the signed checks for mailing.

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

No exceptions noted.

- 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; whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

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

Management provided the requested information, along with management's representation that the listing is complete. For the transactions selected for testing, the disbursement matched the related original invoice and included evidence of segregation of duties.

- 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.

Procedures performed no exceptions noted.

**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 purchase card (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.

The Marshal does not utilize any credit cards, fuel cards, or p-cards of any type.

- 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.

The Marshal does not utilize any credit cards, fuel cards, or p-cards of any type.

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

The Marshal does not utilize any credit cards, fuel cards, or p-cards of any type.

- C. Using the monthly statements or combined statements selected under #7B 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.

The Marshal does not utilize any credit cards, fuel cards, or p-cards of any type.

**7) Travel and Expense Reimbursement (excluding card transactions)**

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

- i) If reimbursed using a per diem, 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](http://www.gsa.gov)).



- ii) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- 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 #1A (vii));
- iv) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Management provided the requested information, along with management's representation that the listing is complete. The rates established in the Marshal's policy do not exceed the GSA per diem or mileage rates. The reimbursements selected for testing were for actual costs and were supported by an original itemized receipt that identified what was purchased, supported by documentation of business purpose, and was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

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

Procedures performed no exceptions noted.

## **9) Payroll and Personnel**

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

Management provided the requested information, along with management's representation that the listing is complete.

- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #9A above, obtain attendance records and leave documentation for the pay period, and:

- i) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- ii) Observe that supervisors approved the attendance and leave of the selected employees or officials.
- iii) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- iv) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

The only disbursement for payroll by the Marshal's office was to the Marshal for a portion of his wages. All other employees are paid by and through the City of Bossier City.

- 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.

The only disbursement for payroll by the Marshal's office was to the Marshal for a portion of his wages.

- D. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

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

**10) Ethics**

- A. Using the 5 randomly selected employees/officials from procedure #9A 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 calendar year as required by R.S.42:1170;

Procedures performed no exceptions noted.

- 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.

The Marshal did not make any changes to the ethics policy during the fiscal period.

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

Procedure performed no exceptions noted.

**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 as required by Article VII Section 8 of the Louisiana Constitution.

The Marshal did not have any debt issued during the fiscal period requiring State Board Commission approval.

- 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).

Procedures performed no exception noted.

## **12) Fraud Notice**

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

The Marshal represented that there were no misappropriations of public funds and assets during the fiscal period.

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

We observed the Marshal 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.

## **13) Information Technology Disaster Recovery/Business Continuity**

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

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 procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #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.

There were no terminated employees during the year.

Procedures performed and discussed results with management.

#### **14) Prevention of Sexual Harassment**

A. Using the 5 randomly selected employees/officials under Payroll and Personnel procedure #9A above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S.42:343.

Procedures performed no exceptions noted.

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).

Procedures performed no exceptions noted.

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:

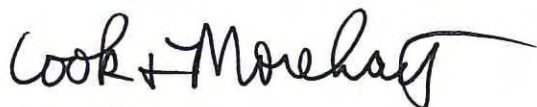
- i) Number and percentage of public servants in the agency who have completed the training requirements;
- ii) Number of sexual harassment complaints received by the agency;
- iii) Number of complaints which resulted in a finding that sexual harassment occurred;
- iv) Number of complaints in which the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

The Marshal's office pays only a portion of the Marshal's wage. His remaining wages and all other employees are considered employees of the City of Bossier City. The Marshal's office does not prepare a sexual harassment report.

We were engaged by Bossier City Marshal, 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 Bossier City Marshal, 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.

A handwritten signature in black ink that reads "Cook & Morehart". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.

Cook & Morehart  
Certified Public Accountants  
April 26, 2024



April 26, 2024

Cook & Morehart, CPAs  
1215 Hawn Avenue  
Shreveport, LA 71107

The Bossier City Marshal (the Marshal) submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended December 31, 2023.

*Exception:* There was no documentation that management had researched reconciling items outstanding for more than 12 months. There were 12 items totaling \$1,641 for the accounts selected for testing.

*Management's Response:* Management will document the research for outstanding items for more than 12 months.

*Exception:* The employee responsible for processing payments also adds vendors to the disbursement system.

*Management's Response:* The Marshal approves all vendors.

*Exception:* The employee responsible for processing payments also receives the signed checks for mailing.

*Management's Response.* The Marshal will consider other options for segregating duties over mailing of checks after authorized signatures are obtained.

Sincerely

  
Jim Whitman  
Bossier City Marshal