

COURT OF APPEAL, FIRST CIRCUIT  
STATE OF LOUISIANA



FINANCIAL AUDIT SERVICES  
PROCEDURAL REPORT  
ISSUED JUNE 24, 2015

**LOUISIANA LEGISLATIVE AUDITOR  
1600 NORTH THIRD STREET  
POST OFFICE BOX 94397  
BATON ROUGE, LOUISIANA 70804-9397**

**LEGISLATIVE AUDITOR**  
DARYL G. PURPERA, CPA, CFE

**ASSISTANT LEGISLATIVE AUDITOR**  
**FOR STATE AUDIT SERVICES**  
NICOLE B. EDMONSON, CIA, CGAP, MPA

**DIRECTOR OF FINANCIAL AUDIT**  
ERNEST F. SUMMERVILLE, JR., CPA

Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report is available for public inspection at the Baton Rouge office of the Louisiana Legislative Auditor and at the office of the parish clerk of court.

This document is produced by the Louisiana Legislative Auditor, State of Louisiana, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397 in accordance with Louisiana Revised Statute 24:513. One copy of this public document was produced at an approximate cost of \$0.40. This material was produced in accordance with the standards for state agencies established pursuant to R.S. 43:31. This report is available on the Legislative Auditor's website at [www.la.la.gov](http://www.la.la.gov). When contacting the office, you may refer to Agency ID No. 3386 or Report ID No. 80150017 for additional information.

In compliance with the Americans With Disabilities Act, if you need special assistance relative to this document, or any documents of the Legislative Auditor, please contact Elizabeth Coxe, Chief Administrative Officer, at 225-339-3800.



LOUISIANA LEGISLATIVE AUDITOR  
DARYL G. PURPERA, CPA, CFE

June 24, 2015

The Honorable John A. Alario, Jr.,  
President of the Senate  
The Honorable Charles E. "Chuck" Kleckley,  
Speaker of the House of Representatives  
The Honorable Chief Judge Vanessa Whipple,  
Court of Appeal, First Circuit

Dear Senator Alario, Representative Kleckley, and Chief Judge Whipple:

This report provides the results of our procedures at the Court of Appeal, First Circuit (Court) for the period from July 1, 2013, through June 23, 2015. Our objective was to evaluate certain controls that the Court uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and to provide overall accountability over public funds. I hope the report will benefit you in your legislative and operational decision-making processes.

We would like to express our appreciation to management and staff of the Court for their assistance during our work.

Sincerely,

Daryl G. Purpera, CPA, CFE  
Legislative Auditor

JP:NM:WDG:EFS:aa

ICCA 2015



---

# Louisiana Legislative Auditor

Daryl G. Purpera, CPA, CFE



## Court of Appeal, First Circuit

June 2015

Audit Control # 80150017

---

## Introduction

The primary purpose of our procedures at the Court of Appeal, First Circuit (Court) was to evaluate certain controls that the Court uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and to provide overall accountability over public funds. The Court is part of the state of Louisiana reporting entity within the judicial branch of government and has criminal appellate jurisdiction, except in cases where the death penalty has actually been imposed, and civil appellate jurisdiction over 16 parishes in southeastern Louisiana.

## Results of Our Procedures

We evaluated the Court's operations and system of internal controls through inquiry, observation, and review of its policies and procedures, including a review of the applicable laws and regulations. Based on the documentation of the Court's controls and our understanding of related laws and regulations, we performed procedures on selected controls and transactions relating to non-appropriated revenues, payroll expenditures, and travel expenditures.

We compared the most current and prior-year financial activity using the Court's annual fiscal reports and/or system-generated reports to identify trends and obtained explanations from the Court's management for significant variances that could potentially indicate areas of risk. Management provided reasonable explanations for all significant variances.

---

## Non-appropriated Revenues - Online Fee Collections

Based on risks identified, we obtained an understanding of the Court's controls over online fee collections. Our procedures determined that the Court had adequate controls over online fees collected, deposited, and recorded in the accounting system. The Court's operations are funded through appropriations and from self-generated revenues from filing and copy fees authorized and determined by Louisiana Revised Statute (R.S.) 13:352. Filing fees per the statute range from \$25 to \$100 and fifty cents per copy; however, R.S. 13:352 allows certain fee increases by a rule of the court.

---

## **Non-appropriated Revenues - Judges' Property**

We performed procedures to obtain an understanding of the Court's control over the purchase of furniture and equipment made by retiring judges to ensure the property was properly depreciated, the property was purchased with nonpublic funds, and the funds were deposited into the Court's Fee Fund. Based on our procedures, the Court had adequate controls in place for purchases made by retiring judges and these transactions were processed in accordance with applicable laws and regulations. Act 815 of the 2012 Regular Session authorized judges to purchase furniture and equipment with nonpublic funds upon termination of office.

---

## **Payroll Expenditures**

Based on the significance of payroll expenditures at the Court, we performed procedures to determine that employees are paid at their authorized rates and that time sheets are recorded, signed, and approved. Based on our procedures, the Court had adequate controls in place to ensure that employee pay and deductions were accurate, authorized, and properly recorded. We also reviewed changes in salaries for reasonableness.

---

## **Travel Expenditures**

Based on risks identified at the Court, we performed procedures to determine that travel expenditures complied with established policies and travel expenditure limits. Based on our procedures, the Court had adequate controls in place to ensure that travel expenditures were supported, within established limits, and were processed in accordance with applicable policies. We also ensured that these expenditures were adequately supported by receipts or other appropriate documents.

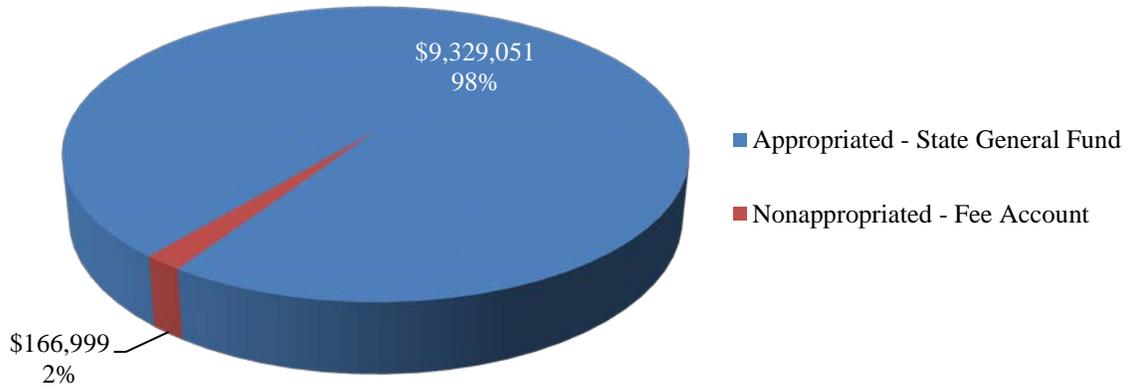
---

## **Trend Analysis**

We compared the most current and prior-year financial activity using the Court's annual fiscal reports and/or system-generated reports to identify trends and obtained explanations from the Court's management for significant variances that could potentially indicate areas of risk. Management provided reasonable explanations for all significant variances.

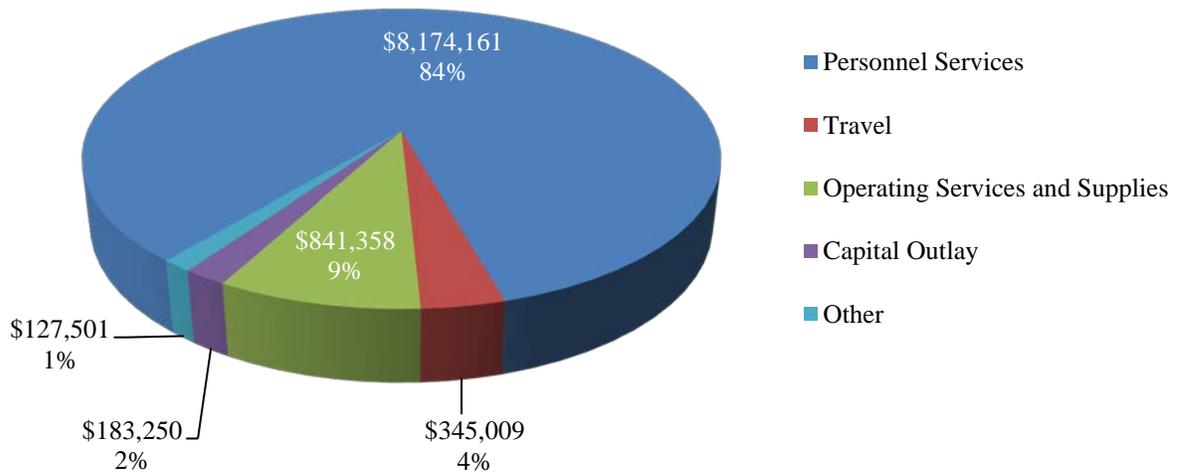
The Court is funded with state general fund appropriations, fees in accordance with R.S. 13:352, and fees for the Judges' Supplemental Compensation Fund in accordance with R.S. 13:10.3. State appropriations and fees collected are used to fund salaries and related benefits, travel and conventions, operating supplies and services, and capital outlay. Salaries and related benefits are the most significant expenses of the Court.

**Exhibit 1**  
**Fiscal Year 2014 Sources of Revenue**  
**Total: \$9,496,050**



Source: 2014 Annual Fiscal Report

**Exhibit 2**  
**Fiscal Year 2014 Expenditures**  
**Total: \$9,671,279**



Source: 2014 Annual Fiscal Report

Under R.S. 24:513, this report is a public document, and it has been distributed to appropriate public officials.



## APPENDIX A: SCOPE AND METHODOLOGY

We conducted certain procedures at the Court of Appeal, First Circuit (Court) for the period from July 1, 2013, through June 23, 2015. Our objective was to evaluate certain internal controls the Court uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and to provide overall accountability over public funds. The scope of our procedures, which are summarized below, was significantly less than an audit conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. We did not audit or review the Court's Annual Fiscal Reports, and accordingly, we do not express opinions on those reports. The Court's accounts are an integral part of the state of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

- We evaluated the Court's operations and system of internal controls through inquiry, observation, and review of its policies and procedures, including a review of the laws and regulations applicable to the Court.
- Based on the documentation of the Court's controls and our understanding of related laws and regulations, we performed procedures on selected controls and transactions relating to non-appropriated revenues, payroll expenditures, and travel expenditures.
- We compared the most current and prior-year financial activity using the Court's annual fiscal reports and/or system-generated reports to identify trends and obtained explanations from the Court's management for any significant variances that could potentially indicate areas of risk.

The purpose of this report is solely to describe the scope of our work at the Court and not to provide an opinion on the effectiveness of the Court's internal control over financial reporting or on compliance. Accordingly, this report is not intended to be and should not be used for any other purpose.