

THIRD JUDICIAL DISTRICT COURT
LINCOLN AND UNION PARISHES
STATE OF LOUISIANA

JUDGES' OFFICE

100 West Texas Ave, 3rd Floor

Ruston, LA. 71270

Telephone: 318-251-5121

Facsimile: 318-255-3154



JUDGES' OFFICE

100 East Bayou Street

Farmerville, LA. 71241

Telephone: 318-368-9734

Facsimile: 318-368-2487

September 5, 2023

Mr. Richard Durrett and
Mr. Courtney Hall
Lincoln Parish Police Jury
Ruston, Louisiana 71270

**RE: *Budget Requests from the Judges' Office
For LPPJ Budget of 2024***

Dear Mr. Durrett and Mr. Hall:

We respectfully request the following be considered for funding in the budget of 2024 of the Lincoln Parish Police Jury, to-wit:

1. Funding be continued for the court reporters, Monique Guidroz and Weita Gaskin for 2024; if there is a cost of living raise given to employees of the Lincoln Parish Police Jury that they also be given that cost of living raise. We request also that the court reporter's retirement and insurance benefits be paid. We also request that when a court reporter is ill or all court reporters are in court with their judge and we have to hire a court reporter to fill in on an Ad Hoc/Pro Tempore case that their contract amounts be paid by the Police Jury.
2. A reminder that the Court Reporter equipment needs continual repairing and updating for the future and possibly replaced in all three courtrooms when needed.
3. We request that video conferencing equipment be placed in Courtroom Number 1 and Courtroom Number 2, in that order, so that we can better utilize video conference capabilities, be more efficient and save expenses of transportation of incarcerated individuals.
4. We request that the Police Jury repair the ceiling in our kitchen and the floor from the flooding that occurred a few months back. The kitchen is not usable at this time.
5. We are requesting that our office receive funds from the American Rescue Plan Act of 2021 that has been sent to your office for distribution. The Treasury is launching this much-needed relief to:
 - Replace lost public sector revenue to strengthen support for vital public services and help retain jobs. (*this section qualifies the Judges' Office*)

Please see attached formula that was given to us to determine how much our office could receive. That total amount \$75,539.50 which is what we request. Documentation is also attached.

As always, we appreciate the services furnished to us by the Police Jury and our relationship with you. We look forward to serving with you to meet the needs of the citizens of this parish in the future.

Thanking you in advance for your attention to these matters, we are very truly yours.

Sincerely,



MONIQUE B. CLEMENT
Judge, Division "A"
Third Judicial District Court



THOMAS W. ROGERS
Judge, Division "B"
Third Judicial District Court



BRUCE E. HAMPTON
Judge, Division "C"
Third Judicial District Court

BREAKDOWN OF REQUEST

The Third Judicial District Judges Office is requesting money from the COVID Rescue Plan Act of 2021. One reason - our office kept paying our employees during 2020 while revenue went down.

Section of the FACT SHEET dated May 10, 2021 from the U.S. Department of the Treasury – Office of Public Affairs that pertains to the Judges’ Office is listed below:

“American Rescue Plan Act of 2021 is to provide \$350 billion in emergency funding for state, local, territorial, and Tribal governments.” Money released to Lincoln Parish was \$9,079,086.00. *“The Treasury also released details on the ways funds can be used to respond to acute pandemic-response needs, fill revenue shortfalls among state and local governments, and support the communities and populations hardest hit by the COVID-19 crisis.”*

The Treasury is launching this much-needed relief to: *(listed below is how the Judges’ Office qualifies for the Rescue Plan Money)*

- **Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.**

4-YEAR AVERAGE OF ENDING FUND BALANCE

| | |
|--------------------------|--|
| 2016 Ending Fund Balance | \$ 391,890 |
| 2017 Ending Fund Balance | 367,774 |
| 2018 Ending Fund Balance | 366,212 |
| 2019 Ending Fund Balance | <u>378,822</u> |
| TOTAL AVERAGE | \$ 1,504,698 divided by 4 = \$376,174.50 |

TOTAL AVERAGE FOR 4-YEARS \$ 376,174.50

2020 Ending Fund Balance - 300,635.00

TOTAL AFTER LOSS IN 2020 \$ 75,539.50

**THIRD JUDICIAL DISTRICT JUDICIAL CLERK FUND
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
DECEMBER 31, 2016**

| | <u>General</u> | <u>Children's Assistance</u> | <u>Total Governmental Funds</u> |
|--|-------------------|----------------------------------|---|
| REVENUES | | | |
| Fees Collected by: | | | |
| Lincoln Parish Sheriff | \$ 151,728 | \$ 0 | \$ 151,728 |
| Union Parish Sheriff | 38,512 | 0 | 38,512 |
| Lincoln Parish Clerk of Court | 12,692 | 0 | 12,692 |
| Union Parish Clerk of Court | 8,670 | 0 | 8,670 |
| Union Parish Probation Fees | 47,448 | 0 | 47,448 |
| Intergovernmental: | | | |
| Lincoln Parish Criminal Court | 129,152 | 0 | 129,152 |
| Union Parish Criminal Court | 46,597 | 0 | 46,597 |
| Louisiana Workforce Commission | 6,390 | 0 | 6,390 |
| State of Louisiana-Children's Assistance | 0 | 186,542 | 186,542 |
| Drug Court Revenue | 38,625 | 0 | 38,625 |
| Grant Revenue | 338,873 | 0 | 338,873 |
| Interest Income | 627 | 2,107 | 2,734 |
| On-Behalf Revenue | 29,013 | 0 | 29,013 |
| Other Income | 2,887 | 0 | 2,887 |
| TOTAL REVENUES | <u>851,214</u> | <u>186,649</u> | <u>1,039,863</u> |
| EXPENDITURES | | | |
| Judicial | 742,368 | 175,198 | 917,566 |
| Capital Outlay | 2,581 | 0 | 2,581 |
| TOTAL EXPENDITURES | <u>744,949</u> | <u>175,198</u> | <u>920,147</u> |
| NET CHANGES IN FUND BALANCES | 106,265 | 13,451 | 119,716 |
| FUND BALANCES - BEGINNING | <u>285,625</u> | <u>225,214</u> | <u>510,839</u> |
| FUND BALANCES - ENDING | <u>\$ 391,890</u> | <u>\$ 238,665</u> | <u>\$ 630,555</u> |

See accompanying notes to financial statements.

**THIRD JUDICIAL DISTRICT JUDICIAL CLERK FUND
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
DECEMBER 31, 2017**

| | <u>General</u> | <u>Children's Assistance</u> | <u>Total Governmental Funds</u> |
|--|--------------------------|----------------------------------|---|
| REVENUES | | | |
| Fees Collected by: | | | |
| Lincoln Parish Sheriff | \$ 128,986 | \$ 0 | \$ 128,986 |
| Union Parish Sheriff | 41,916 | 0 | 41,916 |
| Lincoln Parish Clerk of Court | 12,489 | 0 | 12,489 |
| Union Parish Clerk of Court | 9,427 | 0 | 9,427 |
| Union Parish Probation Fees | 45,435 | 0 | 45,435 |
| Intergovernmental: | | | |
| Lincoln Parish Criminal Court | 101,091 | 0 | 101,091 |
| Union Parish Criminal Court | 41,197 | 0 | 41,197 |
| Louisiana Workforce Commission | 2,700 | 0 | 2,700 |
| State of Louisiana-Children's Assistance | 0 | 207,944 | 207,944 |
| Drug Court Revenue | 37,938 | 0 | 37,938 |
| Grant Revenue | 322,588 | 0 | 322,588 |
| Interest Income | 962 | 2,170 | 3,132 |
| On-Behalf Revenue | <u>33,843</u> | <u>0</u> | <u>33,843</u> |
| TOTAL REVENUES | <u>778,572</u> | <u>210,114</u> | <u>988,686</u> |
| EXPENDITURES | | | |
| Judicial | 800,877 | 171,852 | 972,729 |
| Capital Outlay | <u>1,811</u> | <u>2,224</u> | <u>4,035</u> |
| TOTAL EXPENDITURES | <u>802,688</u> | <u>174,076</u> | <u>976,764</u> |
| NET CHANGES IN FUND BALANCES | (24,116) | 38,038 | 11,922 |
| FUND BALANCES - BEGINNING | <u>391,890</u> | <u>238,665</u> | <u>630,555</u> |
| FUND BALANCES - ENDING | <u>\$ 367,774</u> | <u>\$ 274,703</u> | <u>\$ 642,477</u> |

See accompanying notes to financial statements.

**THIRD JUDICIAL DISTRICT JUDICIAL CLERK FUND
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
DECEMBER 31, 2018**

| | <u>General</u> | <u>Children's Assistance</u> | <u>Total Governmental Funds</u> |
|--|-------------------|----------------------------------|---|
| REVENUES | | | |
| Fees Collected by: | | | |
| Lincoln Parish Sheriff | \$ 140,726 | \$ 0 | \$ 140,726 |
| Union Parish Sheriff | 39,240 | 0 | 39,240 |
| Lincoln Parish Clerk of Court | 13,806 | 0 | 13,806 |
| Union Parish Clerk of Court | 9,060 | 0 | 9,060 |
| Union Parish Probation Fees | 37,726 | 0 | 37,726 |
| Intergovernmental: | | | |
| Lincoln Parish Criminal Court | 109,117 | 0 | 109,117 |
| Union Parish Criminal Court | 43,661 | 0 | 43,661 |
| State of Louisiana-Children's Assistance | 0 | 211,652 | 211,652 |
| Drug Court Revenue | 24,270 | 0 | 24,270 |
| Grant Revenue | 286,873 | 0 | 286,873 |
| Interest Income | 1,907 | 2,273 | 4,180 |
| On-Behalf Revenue | 28,633 | 0 | 28,633 |
| Other Income | 0 | 19 | 19 |
| TOTAL REVENUES | <u>735,018</u> | <u>213,944</u> | <u>948,962</u> |
| EXPENDITURES | | | |
| Judicial | <u>736,580</u> | <u>178,298</u> | <u>914,878</u> |
| TOTAL EXPENDITURES | <u>736,580</u> | <u>178,298</u> | <u>914,878</u> |
| NET CHANGES IN FUND BALANCES | (1,562) | 35,646 | 34,084 |
| FUND BALANCES - BEGINNING | <u>367,774</u> | <u>274,703</u> | <u>642,477</u> |
| FUND BALANCES - ENDING | <u>\$ 366,212</u> | <u>\$ 310,349</u> | <u>\$ 676,561</u> |

See accompanying notes to financial statements.

**THIRD JUDICIAL DISTRICT JUDICIAL CLERK FUND
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
DECEMBER 31, 2019**

| | <u>General</u> | <u>Children's Assistance</u> | <u>Total Governmental Funds</u> |
|--|-------------------|----------------------------------|---|
| REVENUES | | | |
| Fees Collected by: | | | |
| Lincoln Parish Sheriff | \$ 164,848 | \$ 0 | \$ 164,848 |
| Union Parish Sheriff | 42,564 | 0 | 42,564 |
| Lincoln Parish Clerk of Court | 13,072 | 0 | 13,072 |
| Union Parish Clerk of Court | 9,870 | 0 | 9,870 |
| Union Parish Probation Fees | 40,816 | 0 | 40,816 |
| Intergovernmental: | | | |
| Lincoln Parish Criminal Court | 122,760 | 0 | 122,760 |
| Union Parish Criminal Court | 40,700 | 0 | 40,700 |
| State of Louisiana-Children's Assistance | 0 | 218,414 | 218,414 |
| Drug Court Revenue | 43,475 | 0 | 43,475 |
| Grant Revenue | 315,072 | 0 | 315,072 |
| Interest Income | 3,815 | 2,339 | 6,154 |
| On-Behalf Revenue | 2,386 | 0 | 2,386 |
| Other Income | 65 | 0 | 65 |
| TOTAL REVENUES | <u>799,443</u> | <u>220,753</u> | <u>1,020,196</u> |
| EXPENDITURES | | | |
| Judicial | 784,105 | 197,873 | 981,978 |
| Capital Outlay | 2,728 | 0 | 2,728 |
| TOTAL EXPENDITURES | <u>786,833</u> | <u>197,873</u> | <u>984,706</u> |
| NET CHANGES IN FUND BALANCES | 12,610 | 22,880 | 35,490 |
| FUND BALANCES - BEGINNING | <u>368,212</u> | <u>310,349</u> | <u>678,561</u> |
| FUND BALANCES - ENDING | <u>\$ 378,822</u> | <u>\$ 333,229</u> | <u>\$ 712,051</u> |

See accompanying notes to financial statements.

**THIRD JUDICIAL DISTRICT JUDICIAL CLERK FUND
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
DECEMBER 31, 2020**

| | <u>General</u> | <u>Children's Assistance</u> | <u>Total Governmental Funds</u> |
|--|-------------------|----------------------------------|---|
| REVENUES | | | |
| Fees Collected by: | | | |
| Lincoln Parish Sheriff | \$ 130,488 | \$ 0 | \$ 130,488 |
| Union Parish Sheriff | 55,504 | 0 | 55,504 |
| Lincoln Parish Clerk of Court | 10,789 | 0 | 10,789 |
| Union Parish Clerk of Court | 7,140 | 0 | 7,140 |
| Union Parish Probation Fees | 39,330 | 0 | 39,330 |
| Intergovernmental: | | | |
| Lincoln Parish Criminal Court | 117,467 | 0 | 117,467 |
| Union Parish Criminal Court | 45,800 | 0 | 45,800 |
| State of Louisiana-Children's Assistance | 0 | 184,571 | 184,571 |
| Drug Court Revenue | 32,341 | 0 | 32,341 |
| Grant Revenue | 293,747 | 0 | 293,747 |
| Interest Income | 3,506 | 2,284 | 5,790 |
| TOTAL REVENUES | <u>736,112</u> | <u>186,855</u> | <u>922,967</u> |
| EXPENDITURES | | | |
| Judicial | 803,034 | 214,133 | 1,017,167 |
| Capital Outlay | 11,265 | 0 | 11,265 |
| TOTAL EXPENDITURES | <u>814,299</u> | <u>214,133</u> | <u>1,028,432</u> |
| NET CHANGES IN FUND BALANCES | (78,187) | (27,278) | (105,465) |
| FUND BALANCES - BEGINNING | <u>378,822</u> | <u>333,229</u> | <u>712,051</u> |
| FUND BALANCES - ENDING | <u>\$ 300,635</u> | <u>\$ 305,951</u> | <u>\$ 606,586</u> |

See accompanying notes to financial statements.