

BASIC FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT

DISTRICT ATTORNEY OF THE FOURTEENTH
JUDICIAL DISTRICT
CALCASIEU PARISH, LOUISIANA
December 31, 2021

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REQUIRED SUPPLEMENTAL INFORMATION – PART I

MANAGEMENT'S DISCUSSION AND ANALYSIS

District Attorney of the Fourteenth Judicial District
Calcasieu Parish, Louisiana
Management's Discussion and Analysis
December 31, 2021

As management of the District Attorney of the Fourteenth Judicial District, Calcasieu Parish, Louisiana ("District Attorney"), we offer readers of the District Attorney's financial statements this narrative overview and analysis of the financial activities of the District Attorney for the year ended December 31, 2021. This management discussion and analysis ("MD&A") is designed to provide an objective and easy to read analysis of the District Attorney's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with an analysis of the District Attorney's short-term activities based on information presented in the financial report and fiscal policies that have been adopted by the District Attorney. Specifically, this section is designed to assist the reader in focusing on significant financial issues, provide an overview of the District Attorney's financial activity, identify changes in the District Attorney's financial position (its ability to address the subsequent year challenges), identify any material deviations from the financial plan (the approved budget), and identify individual fund issues or concerns.

As with other sections of this financial report, the information contained in this MD&A should be considered only a part of a greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other Required Supplemental Information ("RSI") that is provided in addition to this MD&A.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District Attorney's financial statements. The District Attorney's basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. The District Attorney also includes additional information to supplement the basic financial statements.

1. Government-Wide Financial Statements

Government-wide financial statements are designed to provide readers a concise "entity-wide" Statement of Net Position and Statement of Activities, seeking to give the user of the financial statements a broad overview of the District Attorney's financial position and results of operations in a manner similar to a private-sector business.

- A. The *Statement of Net Position* presents information on all of the District Attorney's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The difference between the assets and liabilities is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District Attorney is improving or weakening.
- B. The *Statement of Activities* presents information showing how the District Attorney's net assets change during the most recent fiscal year. All changes in assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected fees).

District Attorney of the Fourteenth Judicial District
 Calcasieu Parish, Louisiana
 Management's Discussion and Analysis
 December 31, 2021

1. Government-Wide Financial Statements – (Continued)

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The District Attorney's assets exceeded its liabilities by \$7,938,345 and \$8,504,852 for the years ended December 31, 2021 and 2020, respectively. Of these amounts, \$7,811,364 and \$8,340,026 are unrestricted.

A portion of the District Attorney's net position (1.6% for 2021 and 1.9% for 2020) reflects the investment in capital assets (e.g., equipment, furniture, vehicles, etc.). The District Attorney uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

The remaining balance of unrestricted net position may be used to meet the District Attorney's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the District Attorney is reporting a positive balance in net position.

The analysis in Table 1 and Table 2 below focus on the summary of net position and summary of changes in net position for the District Attorney's governmental activities.

Table 1
 Summary of Net Position
 Governmental Activities

	2021	2020	Increase (Decrease)	Percentage Change
Current and other assets	\$7,837,023	\$8,437,477	\$ (600,454)	-7.12%
Capital assets, net	126,981	164,826	(37,845)	-22.96%
Total assets	<u>7,964,004</u>	<u>8,602,303</u>	<u>(638,299)</u>	-7.42%
Current and other liabilities	25,659	97,451	(71,792)	-73.67%
Total liabilities	<u>25,659</u>	<u>97,451</u>	<u>(71,792)</u>	-73.67%
Net position:				
Net investment in capital assets	126,981	164,826	(37,845)	-22.96%
Unrestricted	7,811,364	8,340,026	(528,662)	-6.34%
Total net position	<u>\$7,938,345</u>	<u>\$8,504,852</u>	<u>\$ (566,507)</u>	-6.66%

District Attorney of the Fourteenth Judicial District
Calcasieu Parish, Louisiana
Management's Discussion and Analysis
December 31, 2021

1. Government-Wide Financial Statements – (Continued)

Government-Wide Financial Analysis – (Continued)

The results of this year's operations for the District Attorney as a whole are reported in the Statement of Activities. Table 2, on the next page details the information from that statement and compares it to fiscal year 2020.

As reported in the Statement of Activities, the cost of all governmental activities this year was \$9,616,586 compared to \$9,446,802 in the prior year.

The Government Activities of the District Attorney include judicial and prosecution activities. Commissions on fines and forfeitures, license fees and enrollment fees fund these government activities.

District Attorney of the Fourteenth Judicial District
 Calcasieu Parish, Louisiana
 Management's Discussion and Analysis
 December 31, 2021

1. Government-Wide Financial Statements – (Continued)
Government-Wide Financial Analysis – (Continued)

Table 2 below illustrates the District Attorney's major revenue and expenditures related to those functions typically associated with governments.

Table 2
 Summary of Changes in Net Position
 Governmental Activities

	2021	2020	Increase (Decrease)	Percentage Change
Revenues:				
Program revenue:				
Fees, fines and charges for services	\$ 1,100,924	\$ 1,461,751	\$ (360,827)	-24.68%
On-behalf payments	7,900,697	6,868,926	1,031,771	15.02%
General revenue:				
Interest earnings	15,582	79,688	(64,106)	-80.45%
Restitution	20,196	33,239	(13,043)	-39.24%
Intergovernmental revenues	-	320,000	(320,000)	-100.00%
Gain on sale of assets	12,680	23,302	(10,622)	-45.58%
Other revenues	-	23,222	(23,222)	-100.00%
Total revenue	<u>9,050,079</u>	<u>8,810,128</u>	<u>239,951</u>	2.72%
Function/Program Expenses:				
Judicial/prosecution				
Salaries, wages and benefits	7,900,697	6,868,926	1,031,771	15.02%
Salaries and benefits paid to Calcasieu Parish	610,000	1,470,000	(860,000)	-58.50%
Communications and technology	304,189	222,630	81,559	36.63%
Dues	74,000	71,132	2,868	4.03%
Joint service agreements	14,430	128,886	(114,456)	-88.80%
Legal and other professional	198,552	112,650	85,902	76.26%
Office	235,716	187,943	47,773	25.42%
Pretrial diversion/Victim assistance programs	10,506	8,664	1,842	21.26%
Positive change initiative program	92,519	234,894	(142,375)	-60.61%
Restitution	20,196	33,158	(12,962)	-39.09%
Travel and seminars	87,506	21,323	66,183	310.38%
Vehicles	12,139	11,354	785	6.91%
Depreciation	52,397	75,242	(22,845)	-30.36%
Total expenses	<u>9,616,586</u>	<u>9,446,802</u>	<u>169,784</u>	1.80%
Change in net position	(566,507)	(636,674)		
Net position - beginning	<u>8,504,852</u>	<u>9,141,526</u>		
Net position - ending	<u>\$ 7,938,345</u>	<u>\$ 8,504,852</u>		

District Attorney of the Fourteenth Judicial District
Calcasieu Parish, Louisiana
Management's Discussion and Analysis
December 31, 2021

2. 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 District Attorney, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District Attorney can be divided into two categories: governmental funds and fiduciary funds.

- A. Governmental funds are used to account for most of the District Attorney's basic services reported as government activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances remaining at year-end that are available for spending. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District Attorney's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District Attorney's programs.

Because the focus of governmental funds 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 government activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations are located on pages 22 and 24.

- B. Fiduciary funds are used to account for assets that are received and held in trust for other governmental agencies. These funds are from seizures and programs and are disbursed upon order of the court documents or program documents to the governmental agencies or returned to the defendants.

Financial Analysis of the Governmental Funds

The District Attorney's Governmental Funds reported ending fund balances of \$7,811,364, for the year ending 2021 and \$8,340,026, for the year ending 2020. The District Attorney retains a reasonable surplus in the General Fund for unforeseen future emergencies such as natural disasters, decrease in economic conditions, emergency capital outlay requirements, and other similar conditions. The District Attorney experienced the decreases in revenue due to the LACE ticket collections ending in May 2021 and grant proceeds from the Calcasieu Parish Police Jury ("CPPJ") in 2020. Revenue decreased by approximately \$782,000 compared to 2020. Expenses excluding salaries and benefits decreased approximately \$5,700.

District Attorney of the Fourteenth Judicial District
Calcasieu Parish, Louisiana
Management's Discussion and Analysis
December 31, 2021

3. Capital Assets

The District Attorney's investment in capital assets for its governmental activities as of December 31, 2021 and 2020 amounted to \$126,981 and \$164,826, respectively (net of accumulated depreciation). This investment in capital assets includes equipment, automobiles, furniture, leasehold improvements, and training facilities.

Capital asset additions totaled \$19,994 and \$161,885 and depreciation expense was \$52,397 and \$75,242 for the years ended 2021 and 2020, respectively.

Table 3 below shows the change in capital assets for the year ended December 31, 2021:

Table 3
Capital Assets at Year End

	2021	2020	Increase (Decrease)
Governmental activities:			
Transportation equipment	\$ 158,584	\$ 248,921	\$ (90,337)
Furniture and fixtures	276,561	269,444	7,117
Office equipment	1,187,261	1,228,229	(40,968)
Leasehold improvements	168,337	168,337	-
Total at historical cost	<u>1,790,743</u>	<u>1,914,931</u>	<u>(124,188)</u>
Less accumulated depreciation:			
Transportation equipment	116,487	184,552	(68,065)
Furniture and fixtures	250,630	252,578	(1,948)
Office equipment	1,128,537	1,145,932	(17,395)
Leasehold improvements	168,108	167,043	1,065
Total accumulated depreciation	<u>1,663,762</u>	<u>1,750,105</u>	<u>(86,343)</u>
Governmental activities capital assets, net	<u>\$ 126,981</u>	<u>\$ 164,826</u>	<u>\$ (37,845)</u>

Additional information on the District Attorney's capital assets can be found in Note 5 of this report.

District Attorney of the Fourteenth Judicial District
Calcasieu Parish, Louisiana
Management's Discussion and Analysis
December 31, 2021

4. Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 27 through 42 of this report.

5. Other Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Required supplementary information can be found beginning on page 43 of this report.

- a. Budgetary Comparison Schedules – The District Attorney adopts an annual appropriated budget for the General Fund and Other Major Governmental Fund. Budgetary comparison statements have been provided for these funds to demonstrate compliance with the budget beginning on page 44.
- b. Analysis of Significant Budget Variances in the General Fund:
 - i. Revenues:
 1. Fines, forfeitures, program fees and intergovernmental revenues are estimated during the budget amendment process, which occurs during the month of November. Information regarding actual General Fund revenues becomes available only upon receipt from the disbursing agencies after year-end. Comparison of final budgetary amounts with actual amounts resulted in a favorable variance of \$165,628 related to these general revenues due to various sources providing more than anticipated during the budget process.
 2. Other revenues, including interest, provided for an unfavorable final budget variance of \$9,796 due to various sources providing less than anticipated income during the budget process.
 - ii. Expenditures:
 1. Budget variances for expenditures result from differences between anticipated expenditures and unexpected occurrences during the year. Comparison of final budgetary amounts with actual amounts resulted in a favorable variance of \$289,468 due to various expenditures being less than anticipated during the budget process.

District Attorney of the Fourteenth Judicial District
Calcasieu Parish, Louisiana
Management's Discussion and Analysis
December 31, 2021

6. Economic Factors and Next Year's Budget

The following factors were considered in preparing the District Attorney's budget for the 2022 fiscal year:

With regards to revenues, it is anticipated that the revenues in the General Fund will increase approximately 3.4% due to the Calcasieu Intelligence Driven Enforcement Program (new in 2022) compared to 2021.

Management expects expenditures to remain consistent with expenditures in 2021.

7. Request for Information

This financial report is designed to provide a general overview of the District Attorney's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ginger Ieyoub, 901 Lakeshore Dr, Lake Charles, Louisiana, 70601.

INDEPENDENT AUDITORS' REPORT



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CERTIFIED PUBLIC ACCOUNTANTS

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ALEXIS H. O'NEAL
JESSICA LOTT-HANSEN

INDEPENDENT AUDITORS' REPORT

Honorable Stephen C. Dwight
District Attorney of the
Fourteenth Judicial District
Calcasieu Parish, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major and non-major fund, and the aggregate remaining fund information of the District Attorney of the Fourteenth Judicial District, as a component unit of the Calcasieu Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District Attorney of the Fourteenth Judicial District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major and non-major fund, and the aggregate remaining fund information of the District Attorney of the Fourteenth Judicial District, as of December 31, 2021, and the respective changes in financial position 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District Attorney of the Fourteenth Judicial District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney of the Fourteenth Judicial District'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.

Honorable Stephen C. Dwight
District Attorney of the Fourteenth Judicial District

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Fourteenth Judicial District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney of the Fourteenth Judicial District'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 and budgetary comparison information 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.

Honorable Stephen C. Dwight
District Attorney of the Fourteenth Judicial District

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney of the Fourteenth Judicial District's basic financial statements. The schedule of compensation, benefits and other payments to agency head and the justice system funding schedules for collecting/dispersing and for receiving entities are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated May 5, 2022, on our consideration of the District Attorney of the Fourteenth Judicial District'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 District Attorney of the Fourteenth Judicial District'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 District Attorney of the Fourteenth Judicial District's internal control over financial reporting and compliance.

Joseph Williams, Co., LLC

Lake Charles, Louisiana
May 5, 2022

BASIC FINANCIAL STATEMENTS

**DISTRICT ATTORNEY OF THE FOURTEENTH JUDICIAL DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**STATEMENT OF NET POSITION
December 31, 2021**

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 2,330,171
Investments	5,454,811
Intergovernmental receivable	16,648
Receivables	4,561
Prepays	30,832
Capital assets, net of accumulated depreciation	<u>126,981</u>
Total Assets	<u>7,964,004</u>
 LIABILITIES	
Accounts payable	<u>25,659</u>
Total Liabilities	<u>25,659</u>
 NET POSITION	
Invested in capital assets	126,981
Unrestricted	<u>7,811,364</u>
 Total Net Position	<u><u>\$ 7,938,345</u></u>

See accompanying notes and independent auditors' report.

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2021**

Activities	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	
Governmental activities:				
Judicial/Prosecution	9,616,586	9,001,621	\$ -	\$ (614,965)
Total Governmental Activities	\$ 9,616,586	\$ 9,001,621	\$ -	(614,965)
General revenues:				
				15,582
				20,196
				12,680
			Total general revenues and special items	48,458
			Change in net position	(566,507)
			Net position at beginning of year	8,504,852
			Net position end of year	\$ 7,938,345

See accompanying notes and independent auditors' report.

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**BALANCE SHEET - GOVERNMENTAL FUNDS
December 31, 2021**

	Governmental Funds			
	Special Revenue Funds			Total
	General Fund	Other Major Governmental Fund	Non-Major Governmental Fund	
<u>ASSETS</u>				
Cash and cash equivalents	\$ 2,307,417	\$ 22,754	\$ -	\$ 2,330,171
Investments	5,061,103	393,708	-	5,454,811
Intergovernmental receivable	16,648	-	-	16,648
Receivables	4,561	-	-	4,561
Prepays	30,832	-	-	30,832
Total Assets	\$ 7,420,561	\$ 416,462	\$ -	\$ 7,837,023
<u>LIABILITIES AND FUND BALANCE</u>				
Liabilities:				
Accounts payable	\$ 25,659	\$ -	\$ -	\$ 25,659
Total Liabilities	25,659	-	-	25,659
Fund Balance:				
Assigned	-	416,462	-	416,462
Unassigned	7,394,902	-	-	7,394,902
Total Fund Balance	7,394,902	416,462	-	7,811,364
Total Liabilities and Fund Balances	\$ 7,420,561	\$ 416,462	\$ -	\$ 7,837,023

See accompanying notes and independent auditors' report.

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**RECONCILIATION OF THE BALANCE SHEET -
GOVERNMENTAL FUNDS - TO THE STATEMENT OF NET POSITION
December 31, 2021**

FUND BALANCE OF GOVERNMENTAL FUNDS	S	7,811,364
 Amounts reported for governmental activities in the Statement of Net Position are different because:		
 Capital asset used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consists of:		
Cost of capital assets	S	1,790,743
Less - accumulated depreciation	<u>(1,663,762)</u>	<u>126,981</u>
 NET POSITION OF GOVERNMENTAL ACTIVITIES	 S	 <u><u>7,938,345</u></u>

See accompanying notes and independent auditors' report.

**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS
For the Year Ended December 31, 2021**

	Governmental Funds			
	Special Revenue Funds			Total
	General Fund	Other Major Governmental Fund	Non-Major Governmental Fund	
Revenues:				
Fines and forfeitures	\$ 497,895	\$ -	\$ -	\$ 497,895
Collection fees	-	56,749	-	56,749
Enrollment fees	270,779	-	-	270,779
Restitution	3,937	16,259	-	20,196
Proceeds from sale of assets	18,122	-	-	18,122
Interest	15,256	298	28	15,582
Intergovernmental revenue:				
Asset forfeiture transfer	275,501	-	-	275,501
On-behalf payments:				
State government	1,360,693	-	-	1,360,693
Parish government	6,540,004	-	-	6,540,004
Total revenues	8,982,187	73,306	28	9,055,521
Expenditures:				
Current:				
Salaries, wages and benefits	7,900,697	-	-	7,900,697
Salaries and benefits paid to Calcasieu Parish	500,000	110,000	-	610,000
Communications and technology	304,189	-	-	304,189
Dues, subscriptions and assessments	74,000	-	-	74,000
Joint service agreements	14,430	-	-	14,430
Legal and other professional	198,552	-	-	198,552
Office	235,716	-	-	235,716
Pretrial diversion/Victim assistance programs	10,506	-	-	10,506
Positive change initiative program	-	-	92,519	92,519
Restitution	3,937	16,259	-	20,196
Other	3,739	-	-	3,739
Travel and seminars	87,506	-	-	87,506
Vehicles	12,139	-	-	12,139
Capital outlay	19,994	-	-	19,994
Total expenditures	9,365,405	126,259	92,519	9,584,183
Excess of revenues over expenditures	(383,218)	(52,953)	(92,491)	(528,662)
OTHER FINANCING SOURCES				
Operating transfers in	100,016	-	-	100,016
Operating transfers (out)	-	(100,016)	-	(100,016)
TOTAL OTHER FINANCING SOURCES	100,016	(100,016)	-	-
Net change in fund balance	(283,202)	(152,969)	(92,491)	(528,662)
FUND BALANCES - BEGINNING OF PERIOD	7,678,104	569,431	92,491	8,340,026
FUND BALANCES - END OF PERIOD	\$ 7,394,902	\$ 416,462	\$ -	\$ 7,811,364

See accompanying notes and independent auditors' report.

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**RECONCILIATION OF THE STATEMENT OF REVENUE,
EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS - TO THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2021**

Total net change in fund balances - governmental fund - per the Statement of Revenues, Expenditures, and Changes in Fund Balance	\$ (528,662)
--	--------------

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 those assets is allocated over
their estimated useful lives and reported as depreciation expense.
This is the amount by which capital outlays exceed depreciation
expense in the current period.

Capital asset purchases	19,994	
Depreciation expense	<u>(52,397)</u>	
		(32,403)

Governmental funds report proceeds from the sale of capital assets.
However, in the Statement of Activities, the gain on the disposal of
capital assets is reported. The change in net assets differs from the
change in fund balance by the carrying value of capital assets
disposed.

(5,442)

Change in net position of governmental activities	<u>\$ (566,507)</u>
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See accompanying notes and independent auditors' report.

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**STATEMENT OF FIDUCIARY NET POSITION - CUSTODIAL FUNDS
For the Year Ended December 31, 2021**

	<u>SANE</u>	<u>Bond Forfeiture</u>	<u>Asset Forfeiture</u>	<u>Restitution</u>	<u>Total</u>
ASSETS					
Cash and cash equivalents	\$ -	\$ 549	\$ 1,021,853	\$ 6,848	\$ 1,029,250
Investment	-	-	6,198	-	6,198
Total assets	<u>\$ -</u>	<u>\$ 549</u>	<u>\$ 1,028,051</u>	<u>\$ 6,848</u>	<u>\$ 1,035,448</u>
 NET POSITION					
Restricted for:					
Individuals, organizations, and other governments	<u>\$ -</u>	<u>\$ 549</u>	<u>\$ 1,028,051</u>	<u>\$ 6,848</u>	<u>\$ 1,035,448</u>
Total net position	<u>\$ -</u>	<u>\$ 549</u>	<u>\$ 1,028,051</u>	<u>\$ 6,848</u>	<u>\$ 1,035,448</u>

See accompanying notes and independent auditors' report.

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**STATEMENT OF CHANGES FIDUCIARY NET POSITION - CUSTODIAL FUNDS
For the Year Ended December 31, 2021**

	<u>SANE</u>	<u>Bond Forfeiture</u>	<u>Asset Forfeiture</u>	<u>Restitution</u>	<u>Total</u>
ADDITIONS:					
Forfeitures	\$ -	\$ 151,523	\$ 1,719,451	\$ -	\$ 1,870,974
Restitution	-	-	-	185,808	185,808
SANE	117,500	-	-	-	117,500
Interest income	-	22	1,121	32	1,175
Total additions	<u>117,500</u>	<u>151,545</u>	<u>1,720,572</u>	<u>185,840</u>	<u>2,175,457</u>
DEDUCTIONS:					
Bank service charges	-	-	70	29	99
Disbursements	117,500	151,523	1,414,816	186,315	1,870,154
Refunds	-	-	162,655	-	162,655
Total deductions	<u>117,500</u>	<u>151,523</u>	<u>1,577,541</u>	<u>186,344</u>	<u>2,032,908</u>
Change in fiduciary position	-	22	143,031	(504)	142,549
Net position, beginning of year, restated	<u>-</u>	<u>527</u>	<u>885,020</u>	<u>7,352</u>	<u>892,899</u>
Net position, end of year	<u>\$ -</u>	<u>\$ 549</u>	<u>\$ 1,028,051</u>	<u>\$ 6,848</u>	<u>\$ 1,035,448</u>

See accompanying notes and independent auditors' report.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 1 – INTRODUCTION

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney of the Fourteenth Judicial District (“District Attorney”) has charge of every criminal prosecution by the State in his district, is the representative of the State before the grand jury in his district, is the legal advisor to the grand jury, and performs other duties as provided by law. The District Attorney is elected by the qualified electors of the judicial district for a term of six years. The Fourteenth Judicial District encompasses the parish of Calcasieu, Louisiana.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the District Attorney have been prepared in conformity with the United States generally accepted accounting principles (“GAAP”) as applied to governmental units. The Governmental Accounting Standards Board (“GASB”) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

For the financial reporting purposes, in conformance with governmental accounting standards, the District Attorney is a part of the district court system in the State of Louisiana. However, the District Attorney operates autonomously from the State of Louisiana and independently from the district court system. Therefore, the District Attorney reports as an independent reporting entity.

As the governing authority of the Parish, for reporting purposes, the Calcasieu Parish Police Jury (“Police Jury”) is the financial reporting entity for Calcasieu Parish. The financial reporting entity consists of (a) the primary government (Police Jury), (b) organizations for which the primary government is financially accountable, (c) fiscally dependent, (d) and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental accounting standards established criteria for determining which component units should be considered part of the Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The governmental accounting standards have set forth criteria to be considered in determining financial accountability. These criteria include:

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

B. REPORTING ENTITY – (Continued)

1. Appointing a voting majority of an organization’s governing body, and
 - a. The ability of the Police Jury to impose its will on the organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.
2. Organizations for which the Police Jury does not appoint a voting majority but are fiscally dependent on the Police Jury and pose a financial benefit or burden to the Police Jury.
3. Organizations for which the reporting entity’s financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The Police Jury’s financial statements would be misleading if data of the District Attorney were not included because of the nature or significance of the relationship, the District Attorney was determined to be a component unit of the Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District Attorney and do not present information on the Police Jury, the general government services provided by that government unit, or the other governmental units that comprise the financial reporting entity.

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

This District Attorney’s basic financial statements include both government-wide and fund financial statements.

A. *Government-Wide Financial Statements*

The District Attorney’s Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of Governmental and Business-Type Activities for the District Attorney accompanied by a total column, which are considered to be governmental activities. Separate financial statements are provided for governmental funds and fiduciary funds. However, data from fiduciary funds are not incorporated in the government-wide financial statements.

These statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the District Attorney’s assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS – (Continued)

A. Government-Wide Financial Statements – (Continued)

Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. The types of transactions reported as program revenues for the District Attorney are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions.

B. Governmental Fund Financial Statements

The District Attorney uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District Attorney's functions and activities. A fund is a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the District Attorney are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the District Attorney or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least ten percent of the corresponding total for all governmental funds.

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds and non-major funds aggregated. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The District Attorney has presented all major funds that met those qualifications.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheets. The Statement of Revenues, Expenditures and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual are recognized when earned. The primary revenue sources, which have been treated as susceptible to accrual by the District

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS – (Continued)

B. Governmental Fund Financial Statements – (Continued)

Attorney, are fines and forfeitures, collection fees, enrollment fees, and other forfeitures. The District Attorney considers all revenue available if they are collected within 60 days after the fiscal year end. Expenditures are recorded in the accounting period in which the related fund liability is incurred. Funds of the District Attorney are as follows:

Governmental Fund Types:

General Fund

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

Special Revenue Fund

The Special Revenue Fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes, or designated by the District Attorney to be accounted for separately. The special revenues funds of the District Attorney consist of the following:

Special Revenue Major Governmental Fund

The Worthless Check Collection Fee Fund - consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides for a specific fee whenever the District Attorney's office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the District Attorney and may be used to defray the salaries and the expenses of the office of the District Attorney but may not be used to supplement the salary of the District Attorney.

Special Revenue Non-Major Governmental Fund

The Positive Change Fund - consists of a cooperative endeavor agreement entered into between the District Attorney, the Calcasieu Parish School Board, the City of Lake Charles, the Police Jury, and the Calcasieu Parish Sheriff's Office. The District Attorney implemented the program to protect, educate and counsel at risk youth of middle school age and their families/guardians from and in reference to the dangers of delinquent behavior. This program ended in December 2020 and the remaining funds were disbursed in 2021.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS – (Continued)

B. Governmental Fund Financial Statements – (Continued)

Fiduciary Fund Type:

Custodial Funds

The custodial funds are used to account for assets held by the District Attorney as an agent for other funds and/or other governments. Custodial Funds (assets equal liabilities) do not involve measurement of results of operations. Accordingly, it presents only a statement of fiduciary net assets and does not present a statement of changes in fiduciary net assets. These funds are used to account for bond forfeitures, asset forfeitures for drug money seizures and gambling, restitution and the SANE program until such time as the court orders disposition of such funds to various agencies as required by law or according to the program documents. Also, from time to time, the drug fund may be used to hold money as evidence until such time as the seizing agency requests the money for its purposes.

D. CASH AND CASH EQUIVALENTS AND INVESTMENTS

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

E. INVESTMENTS

Under state law, the District Attorney may invest in United States bonds, treasury notes, or certificates.

The District Attorney's investment program is authorized and limited by state statute to purchases of certificates, securities issued or guaranteed by the U.S. government and its agencies or instrumentalities, participation in the Louisiana Asset Management Pool ("LAMP") and participation in the Certificate of Deposit Account Registry Service ("CDARS"). These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

LAMP is a nonprofit corporation formed by the State Treasurer and organized under the laws of the State of Louisiana, which operated a local governmental investment pool equivalent to a money market fund. LAMP invests in short-term instruments as permitted by statute. CDARS is an investment vehicle

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

E. INVESTMENTS – (Continued)

providing full FDIC insurance for the purchase of nonnegotiable certificates of deposit.

Investments are reported at fair value except for LAMP investments which are stated at the net asset value per share as determined by the pool and CDARS which are non-participating interest earning contracts that are reported at cost. Fair value is defined as the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Investments in time deposits are stated at cost, which approximates market.

F. CAPITAL ASSETS

Capital assets are capitalized at historical cost. The District Attorney maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared no longer needed by the District Attorney, 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:

Transportation equipment	5 years
Furniture and fixtures	5-7 years
Office equipment	3-7 years
Leasehold improvements	7-10 years

Capital assets used in the District Attorney's office (governmental fund type operations) acquired by the Police Jury are accounted for by the Police Jury.

G. ESTIMATES

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

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

H. EQUITY CLASSIFICATION

In government-wide statements, equity is classified as net position and displayed in three components:

- a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use by either (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

When both restricted and unrestricted resources are available for use, it is the government’s policy to use restricted resources first, then unrestricted resources as they are needed.

I. FUND EQUITY

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

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.
- Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District Attorney. The District Attorney is the highest level of decision-making authority for the District Attorney’s Office. Commitments may be established, modified, or rescinded only through resolutions approved by the District Attorney.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

I. FUND EQUITY – (Continued)

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

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

J. RECENTLY ADOPTED ACCOUNTING PRONOUNCEMENT

In January 2017, GASB approved Statement no. 84, *Fiduciary Activities*. GASB Statement No. 84 establishes general criteria for determining when a governmental unit has a fiduciary role for managing certain types of assets. GASB No. 84 replaces *agency funds* with *custodial funds*, which generally are used to report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria. The provisions of GASB Statement No. 84 must be implemented by the District Attorney for periods beginning after December 15, 2019, with earlier application encouraged. The following restatement of beginning net position for the custodial funds was required:

Net position, beginning of year	\$ -
Prior period adjustment-adoption of GASB 84	<u>892,899</u>
Net position, beginning of year, restated	<u>\$ 892,899</u>

K. RECENTLY ISSUED ACCOUNTING PRONOUNCEMENT

In June 2017, the Governmental Accounting Standards Board (GASB) approved Statement No. 87, *Leases*. The objective of this Statement is to establish a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

K. RECENTLY ISSUED ACCOUNTING PRONOUNCEMENT – (Continued)

and consistency of information about governments' leasing activities. The provisions of GASB No. 87 must be implemented by the District Attorney for periods beginning after June 15, 2021, with earlier application encouraged. The effect of implementation of the statement of the District Attorney's financial statements has not yet been determined.

NOTE 3 – CASH AND CASH EQUIVALENTS

At December 31, 2021, the District Attorney has cash and cash equivalents (book balances) as follows:

	Government-wide Statement of Net Assets	Fiduciary Funds Statement of Assets and Liabilities	Total
Demand deposits	\$ 2,330,171	\$ 1,029,250	\$ 3,359,421

The District Attorney does not have a policy for custodial credit risk, however, under state laws, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledge securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank (GASB Category 3) in a holding or custodial bank that is mutually acceptable to both parties.

The deposits (bank balance) and at December 31, 2021, were secured as follows:

Demand deposits	\$ 3,427,472	Federal Deposit Insurance	\$ 1,763,748
Time deposits	<u>1,744,628</u>	Pledge Securities	<u>5,366,886</u>
	<u>\$ 5,172,100</u>		<u>\$ 7,130,634</u>

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District Attorney that the fiscal agent has failed to pay deposited funds upon demand.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 4 – INVESTMENTS

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of the investments. Investments can be highly sensitive to changes in interest rates due to their terms or characteristics. The District Attorney's investment policy with regards to interest rate risk is to match cash flow requirements with cash flows from investments. This matching allows for securities to be held to maturity thereby avoiding realizing losses due to the liquidation of securities prior to maturity, especially in rising interest rate environment. Investing in longer term maturities that contain a "step up" in coupon interest rates will also contribute to the reduction of interest rate risk.

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the District Attorney will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and unregistered and held by the counterparty or (b) uninsured, unregistered and held by the counterparty's trust department or agency but not in the name of the District Attorney.

The following chart presents the investment position of the District Attorney as of December 31, 2021. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 4 – INVESTMENTS – (Continued)

<u>Investment</u>	Insured or collateralized with securities held by the entity's agent or the pledging institution's trust department in the entity's name	All investments- reported amount	All investments- fair value
<i>Government-wide Statement of Net Assets</i>			
U.S. Agency Obligations	\$ -	\$ 702,797	\$ 702,797
U.S. Treasury Bills	-	2,396,352	2,396,352
LAMP	-	611,034	611,034
Certificate of Deposit	545,781	545,781	545,781
CDARS	1,198,847	1,198,847	1,198,847
	<u>\$ 1,744,628</u>	<u>\$ 5,454,811</u>	<u>\$ 5,454,811</u>
 <i>Custodial Funds Statement of Assets and Liabilities</i>			
LAMP	\$ -	\$ 6,198	\$ 6,198
<i>Total</i>	<u>\$ 1,744,628</u>	<u>\$ 5,461,009</u>	<u>\$ 5,461,009</u>

There were no amounts uninsured or unregistered held by the counterparty and there were no uninsured or unregistered balances held by the counterparty's trust department or agency but not in the entity's name as of December 31, 2021.

Investments, classified by maturity dates, at December 31, 2021 are summarized below:

<u>Investment</u>	Fair Value	0-1 Years Before Maturity	1-5 Years Before Maturity
U.S. Agency Obligations	\$ 702,797	\$ -	\$ 702,797
U.S. Treasury Bills	2,396,352	2,396,352	-
LAMP	617,232	617,232	-
Certificate of Deposit	545,781	545,781	-
CDARS	1,198,847	1,198,847	-
	<u>\$ 5,461,009</u>	<u>\$ 4,758,212</u>	<u>\$ 702,797</u>

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 4 – INVESTMENTS – (Continued)

The District Attorney categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The District Attorney utilized the market based approach for determining the fair value of investments which utilizes a combination of quoted market prices, market multiples techniques and a matrix of pricing technique that relies on securities' relationship to other benchmark quoted securities.

The District Attorney has the following recurring fair value measurements as of December 31, 2021:

<u>Investments by Fair Value Level:</u>	
U.S. Agency Obligations (Level 2)	\$ 702,797
U.S. Treasury Bills (Level 1)	2,396,352
Certificate of Deposit (Level 1)	545,781
Subtotal for Investments by Fair Value	<u>3,644,930</u>
 <u>Investments Excluded from Fair Value Assessment:</u>	
LAMP (Rule 2a7 Like Pool (Net Asset Value))	617,232
CDARS (Non-participating Interest Earning Contract- Cost)	1,198,847
Subtotal for Investments Excluded from Fair Value Assessment	<u>1,816,079</u>
Total for Investments	<u><u>\$ 5,461,009</u></u>

In accordance with GASB Codification Section 150.128, the investment in Louisiana Asset Management Pool (LAMP) is not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in a pool of funds and thereby not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA - R.S. 33:2955. GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 4 – INVESTMENTS – (Continued)

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit Risk: LAMP is rated AAAM by Standard and Poor's.
- Custodial Credit Risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Interest Rate Risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments is 90 days as of December 31, 2021.
- Foreign Currency Risk: Not applicable to 2a7-like pools.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. The District Attorney places no limit on the amount invested in any one financial institution.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021 was as follows:

	Balance 1/1/2021	Additions	Deletions	Balance 12/31/2021
Governmental activities:				
Capital assets being depreciated:				
Transportation equipment	\$ 248,921	\$ 1,059	\$ (91,396)	\$ 158,584
Furniture and fixtures	269,444	15,685	(8,568)	276,561
Office equipment	1,228,229	3,250	(44,218)	1,187,261
Leasehold improvements	168,337	-	-	168,337
Total capital assets being depreciated	1,914,931	19,994	(144,182)	1,790,743
Less accumulated depreciation:				
Transportation equipment	184,552	17,889	(85,954)	116,487
Furniture and fixtures	252,578	6,620	(8,568)	250,630
Office equipment	1,145,932	26,823	(44,218)	1,128,537
Leasehold improvements	167,043	1,065	-	168,108
Total accumulated depreciation	1,750,105	52,397	(138,740)	1,663,762
 Total capital assets being depreciated, net	 <u>\$ 164,826</u>	 <u>\$ (32,403)</u>	 <u>\$ (5,442)</u>	 <u>\$ 126,981</u>

Depreciation was charged to governmental functions in the amount of \$52,397 for the year ended December 31, 2021. The entity had no infrastructure assets as of December 31, 2021.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 6 – LEASES

The District Attorney has leased equipment, which are classified as operating leases. Lease expense for the year ended December 31, 2021 was approximately \$129,000. Future minimum lease payments over the remaining terms of the leases are as follows:

<u>Year Ending</u>	<u>Lease Payments</u>
2022	\$ 27,830
2023	949
2024	645
2025	645
2026	134
	<u>\$ 30,203</u>

NOTE 7 – CONTINGENCIES AND COMMITMENTS

At December 31, 2021, the District Attorney of the Fourteenth Judicial District was involved in pending litigation for which the outcomes are yet to be determined.

The Louisiana Legislative Auditor has completed its investigation and has issued a final report concluding the gift cards and money orders received by the District Attorney's Community Assistance Foundation in lieu of community service hours were public funds. However, on January 8, 2021, the District Attorney requested an Attorney General Opinion be rendered addressing the proper legal classification of the gift cards and money orders, and to date, no opinion has been issued. At this time, the outcome of this dispute is unknown, and consequently, the effect on the financial statements cannot be determined. In connection with this investigation, the District Attorney incurred approximately \$42,500 in legal fees for the year ended December 31, 2021. The program for allowing the substitution of community service hours was discontinued on or around November 2019.

NOTE 8 – RELATED PARTY TRANSACTIONS

The District Attorney reimburses the Police Jury for the cost of providing the District Attorney with salaries, payroll taxes, insurances, use of building and other services as requested by the Police Jury. Amounts reimbursed to the Police Jury are quasi-external transactions, and as such, are expensed during the period incurred. Amounts reimbursed to the Police Jury for the year ended December 31, 2021 was \$610,000.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

NOTE 9 – ON-BEHALF PAYMENTS

GASB Statement No. 24, *Accounting for Financial Reporting for Certain Grants and Other Financial Assistance*, requires the District Attorney to report and disclose in the financial statements on-behalf salary and fringe benefit payments made by the State of Louisiana.

Employees receive payments directly from the State of Louisiana and the Calcasieu Parish Government for salaries, payroll taxes, health insurance, unemployment benefits, retirement plan contributions and worker's compensation. Salaries paid to these employees totaled \$7,900,697.

NOTE 10 – EXPENDITURES OF THE DISTRICT ATTORNEY NOT INCLUDED IN
THE FINANCIAL STATEMENTS

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the funds of the criminal court, the Police Jury, or directly by the state.

Expenditures classified as "Overhead paid to Police Jury" recorded in the accompanying basic financial statements in the General Fund and Special Revenue Funds are reimbursements of certain overhead costs such as salaries and related benefits and other items paid by the Police Jury Criminal Court Fund.

NOTE 11 – RISK MANAGEMENT

The District Attorney is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omission; injuries to employees; auto liability; and natural disasters. The District Attorney has purchased commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

NOTE 12 – SUBSEQUENT EVENTS

Management of the District Attorney has evaluated subsequent events through the date of the independent auditors' report, which is the date the financials were available to be issued. The District Attorney is not aware of any subsequent events which required recognition or disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION-PART II

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**GOVERNMENTAL FUNDS - GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE (GAAP BUDGETARY BASIS) - BUDGET AND ACTUAL
For the Year Ended December 31, 2021**

	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable / (Unfavorable)
Revenues:				
General:				
Fines and forfeitures	\$ 419,000	\$ 427,996	\$ 497,895	\$ 69,899
Enrollment fees	318,750	296,722	270,779	(25,943)
Other forfeitures	318,750	296,722	-	(296,722)
Interest	25,000	18,344	15,256	(3,088)
Proceeds from sale of assets	-	28,767	18,122	(10,645)
Other:				
Restitution	-	-	3,937	3,937
Intergovernmental revenue	-	-	275,501	275,501
On-behalf payments:				
State government	-	1,299,502	1,360,693	61,191
Parish government	-	6,458,302	6,540,004	81,702
Total revenues	<u>1,081,500</u>	<u>8,826,355</u>	<u>8,982,187</u>	<u>155,832</u>
Expenditures:				
Current:				
Salaries, wages and benefits	-	7,757,804	7,900,697	(142,893)
Salaries and benefits paid to Calcasieu Parish				
Police Jury	550,000	540,000	500,000	40,000
Communications and technology	211,250	488,300	304,189	184,111
Dues	72,638	40,055	74,000	(33,945)
Joint service agreements	9,000	43,000	14,430	28,570
Legal and other professional	31,000	75,000	198,552	(123,552)
Office	215,596	595,822	235,716	360,106
Other	-	-	3,937	(3,937)
Positive change program	100,000	-	-	-
Pretrial diversion/Victim assistance programs	21,500	11,892	10,506	1,386
Restitution	-	-	3,739	(3,739)
Travel and seminars	60,000	88,000	87,506	494
Vehicles	10,000	15,000	12,139	2,861
Capital outlay	-	-	19,994	(19,994)
Total expenditures	<u>1,280,984</u>	<u>9,654,873</u>	<u>9,365,405</u>	<u>289,468</u>
Deficiency of revenues over expenditures	(199,484)	(828,518)	(383,218)	445,300
OTHER FINANCING SOURCES				
Operating transfers in	100,000	100,000	100,016	(16)
TOTAL OTHER FINANCING SOURCES	<u>100,000</u>	<u>100,000</u>	<u>100,016</u>	<u>(16)</u>
Net change in fund balance	(99,484)	(728,518)	(283,202)	445,284
FUND BALANCES - BEGINNING OF PERIOD	<u>7,625,170</u>	<u>7,678,104</u>	<u>7,678,104</u>	<u>-</u>
FUND BALANCES - END OF PERIOD	<u>\$ 7,525,686</u>	<u>\$ 6,949,586</u>	<u>\$ 7,394,902</u>	<u>\$ 445,284</u>

**DISTRICT ATTORNEY OF THE FOURTEENTH DISTRICT
PARISH OF CALCASIEU, LOUISIANA**

**OTHER MAJOR GOVERNMENTAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE (GAAP BUDGETARY BASIS) - BUDGET AND ACTUAL
For the Year Ended December 31, 2021**

	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable / (Unfavorable)
Revenues:				
Collection fees	\$ 75,000	\$ 50,000	\$ 56,749	\$ 6,749
Restitution	50,000	15,000	16,259	1,259
Interest	300	300	298	(2)
Total revenues	125,300	65,300	73,306	8,006
Expenditures:				
Current:				
Overhead paid to Calcasieu Parish				
Police Jury	110,000	110,000	110,000	-
Restitution	50,000	15,000	16,259	(1,259)
Total expenditures	160,000	125,000	126,259	(1,259)
Excess of revenues over expenditures	(34,700)	(59,700)	(52,953)	6,747
OTHER FINANCING SOURCES (USES)				
Operating transfers (out)	(100,000)	(100,000)	(100,016)	16
TOTAL OTHER FINANCING SOURCES (USES)	(100,000)	(100,000)	(100,016)	16
Excess of revenues and other sources over expenditures and other sources (uses)	(134,700)	(159,700)	(152,969)	6,763
FUND BALANCES - BEGINNING OF PERIOD	555,016	569,431	569,431	-
FUND BALANCES - END OF PERIOD	\$ 420,316	\$ 409,731	\$ 416,462	\$ 6,747

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

NOTES TO THE REQUIRED SUPPLEMENTAL INFORMATION

For the Year Ended December 31, 2021

BUDGET PRACTICES

The District Attorney utilizes the following budget practices:

1. Formal budgeting integration is employed as a management control device during the year. Budgets are adopted on a basis consistent with generally accepted accounting principles.
2. On December 1st of each year, a budget for the subsequent year is prepared for the general fund and the special revenue funds.
3. The District Attorney approves the budgets and it is available for public inspection no later than fifteen days prior to the beginning of the calendar year.
4. Any budgetary amendments must be approved by the District Attorney. During the year an amendment was made to the original budgets and is reflected in the budget comparison.
5. All budgetary appropriations lapse at year end.
6. The budget is adopted on a basis consistent with GAAP. Budgeted amounts are as originally adopted or as finally amended by the District Attorney.
7. The District Attorney does not use encumbrance accounting in the General Fund or Special Revenue Funds.

SUPPLEMENTAL INFORMATION

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO AGENCY HEAD

For the Year Ended December 31, 2021

Agency Head Name: John F. DeRosier (1/1/2021-1/10/2021)

Purpose	Amount
Salary	\$ 5,707
Benefits - insurance	1,172
Benefits - retirement	228
Auto insurance	51
Fuel	44
Supplies	68
Vehicle	38
	\$ 7,308

Agency Head Name: Stephen Dwight (1/11/2021-12/31/2021)

Purpose	Amount
Salary	\$ 142,680
Benefits - insurance	13,380
Benefits - retirement	10,102
Auto insurance	2,911
Auto maintenance	244
Cellular and internet services	1,533
Dues and subscriptions	1,010
Fuel	2,513
Travel, meals and lodging	2,804
Special meals	13
Supplies	391
Registration	750
Vehicle	14,235
	\$ 192,566

Justice System Funding Schedule - Collecting/Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Cash Basis Presentation	First Six Month Period Ended 06/30/2021	Second Six Month Period Ended 12/31/2021
Beginning Balance of Amounts Collected (i.e. cash on hand)	1,153,495	1,562,476
Add: Collections		
Bond Fees	112,633	38,898
Asset Forfeiture/Sale	1,118,542	600,909
Pre-Trial Diversion Program Fees	128,463	146,735
Restitution	112,329	96,640
Probation/Parole/Supervision Fees	149,217	109,670
Traffic violations (LACE program)	63,464	370
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	2,648	2,100
Interest Earnings on Collected Balances	819	830
Other (<i>worthless checks</i>)	26,269	30,480
Subtotal Collections	1,714,384	1,026,632
Less: Disbursements To Governments & Nonprofits: (<i>Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary. </i>)		
<i>Asset forfeitures:</i>		
<i>Calcasieu Parish Clerk of Court</i>	6,750	4,433
<i>Combined Anti-Drug Team</i>	570,535	205,033
<i>Calcasieu Parish Criminal Court Fund</i>	201,644	79,088
<i>Louisiana State Police</i>	1,872	32,231
<i>Sulphur Police Department</i>	25,670	-
<i>Iowa Police Department</i>	6,856	-
<i>Bond fees:</i>		
<i>Calcasieu Parish Sheriff</i>	2,423	35,128
<i>Calcasieu Parish Clerk of Court</i>	60	930
<i>Calcasieu Parish Criminal Court Fund</i>	2,393	34,663
<i>Indigent Transcrib Fund</i>	10	155
<i>Judeicial Expense Fund</i>	10	155
<i>Public Defender's Office</i>	1,964	28,505

Traffic fines:

City of Sulphur - 370

Restitution:

Department of Children & Family Services 1,900 5,874
 City of Westlake - 600
 Calcasieu Parish Sheriff 175 345
 Lake Charles Police 1,194 -
 City of Vinton 2,500 1,623

Worthless checks:

Calcasieu Parish Sheriff - 214
 Worthless Check Bureau 175 430

Less: Amounts Retained by Collecting Agency

Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection

Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount

Amounts "Self-Disbursed" to Collecting Agency :

Asset forfeitures 201,684 79,088
 Bond fees 2,912 42,215
 Probation/Parole/Supervision Fees - 250,192
 Pre-Trial Diversion Program Fees - 251,296
 Restitution 2,834 10,917
 Worthless checks - 210,016

Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies

Asset Forfeiture Refunds 149,816 12,839
 Restitution Payments to Individuals (additional detail is not required) 93,177 65,770
 Other Disbursements to Individuals (additional detail is not required) 26,201 9,667
 Payments to 3rd Party Collection/Processing Agencies 2,648 2,100

Subtotal Disbursements/Retainage

1,305,403 1,363,877

Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)

1,562,476 1,225,231

Ending Balance of "Partial Payments" Collected but not Disbursed (*only applies if collecting agency does not disburse partial payments until fully collected*) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.

- -

Other Information:

Ending Balance of Total Amounts Assessed but not yet Collected (*i.e. receivable balance*)

- -

Total Waivers During the Fiscal Period (*i.e. non-cash reduction of receivable balances, such as time served or community service*)

- -

Justice System Funding Schedule - Receiving Entity

As Required by Act 87 of the 2020 Regular Legislative Session

If legally separate court funds are required to be reported, a separate receiving schedule should be prepared for each fund. Examples include Judicial Expense Fund, Drug Court Fund, Veterans Treatment Court Fund, etc.

Cash Basis Presentation	First Six Month Period Ended 6/30/2021	Second Six Month Period Ended 12/31/2021
Receipts From:		
<i>Calcasieu Parish Sheriff, Court fines</i>	23,262	16,303
<i>Calcasieu Parish Sheriff, Traffic Violations</i>	24,261	24,813
<i>City Court of Lake Charles, Court costs</i>	5,323	7,874
Subtotal Receipts	52,846	48,990
 Ending Balance of Amounts Assessed but Not Received <i>(only applies to those agencies that assess on behalf of themselves, such as courts)</i>	-	-

Collection Types to be used in the "Receipts From:" section above
Civil Fees
Bond Fees
Asset Forfeiture/Sale
Pre-Trial Diversion Program Fees
Criminal Court Costs/Fees
Criminal Fines - Contempt
Criminal Fines - Other
Restitution
Probation/Parole/Supervision Fees
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
Interest Earnings on Collected Balances
Other <i>(do not include collections that fit into more specific categories above)</i>

COMPLIANCE AND INTERNAL CONTROL



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

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

NICHOLAS J. LANGLEY
PHILLIP D. ABSHIRE, III
SARAH CLARK WERNER
ALEXIS H. O'NEAL
JESSICA LOTT-HANSEN

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Honorable Stephen C. Dwight
District Attorney of the
Fourteenth Judicial District
Calcasieu Parish, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and the aggregate remaining fund information of the District Attorney of the Fourteenth Judicial District, a component unit of the Calcasieu Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements and have issued our report thereon dated May 5, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District Attorney's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney's internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney's internal control.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Summary Schedule of Current and Prior Year Audit Findings and Corrective Action Plan that we consider to be significant deficiencies.

Item 01 – 21 (IC)

Compliance and Other Matters

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

District Attorney of the Fourteenth Judicial District’s Response to Findings

District Attorney’s response to the findings identified in our audit is described in the accompanying Summary Schedule of Current and Prior Year Audit Findings and Corrective Action Plan. District Attorney’s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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

Joy E. Williams, Co., FSA

Lake Charles, Louisiana
May 5, 2022

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2021

Summary of Audit Results

Financial Statements

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

1. Current Year Findings and Management Corrective Action Plan

Internal Control Over Financial Reporting:

01-21 (IC) – Segregation of Duties

Condition and Criteria: The District Attorney did not have adequate segregation of duties within the accounting system.

Recommendation: We recommend that the District Attorney properly segregate accounting processes.

Management's Response: The District Attorney's management has determined that it is not cost effective to achieve complete segregation of duties in the accounting department. They have, however, segregated as many duties as possible. No plan is considered necessary.

Compliance:

There were no findings with regards to compliance.

2. Prior Year Findings and Management Corrective Action Plan

Internal Control Over Financial Reporting:

01-20 (IC) – Segregation of Duties

Condition and Criteria: The District Attorney did not have adequate segregation of duties within the accounting system.

Recommendation: We recommend that the District Attorney properly segregate accounting processes.

Management's Response: The District Attorney's management has determined that it is not cost effective to achieve complete segregation of duties in the accounting department. They have, however, segregated as many duties as possible. No plan is considered necessary.

District Attorney of the Fourteenth Judicial District
Parish of Calcasieu, Louisiana

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2021

2. Prior Year Findings and Management Corrective Action Plan (Continued)

Compliance:

2020-01 (C) – Compliance with Best Budget Practices

Condition and Criteria: The December 31, 2020 amended budgeted revenues for the general fund were over the 5% threshold to actual results due to the fact that on-behalf payments revenues and expenditures for salaries and benefits was less than what was budgeted for in the amended budget. The December 31, 2020 amended budget expenditures for the other major governmental fund was over the 5% threshold to actual results.

Recommendation: We recommend that the District Attorney implement a procedure whereby the District Attorney reviews the actual on-behalf payments less amounts paid to the Calcasieu Parish Police Jury during the year and amends the budget accordingly. And revenue other major governmental actual results compared to budgeted and amend accordingly.

Management's Response: The District Attorney plans to amend the budget in a timely manner to include on-behalf payments less amounts paid to the Calcasieu Parish Police Jury during the year for the general fund and compare actual to budgeted for other major governmental funds.



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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

District Attorney of the Fourteenth Judicial District
Calcasieu Parish
Lake Charles, Louisiana

To the Governing Board of the District Attorney of the Fourteenth Judicial District's Office and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The District Attorney of the Fourteenth Judicial District's Office's management is responsible for those C/C areas identified in the SAUPs.

The District Attorney of the Fourteenth Judicial District's Office 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, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. 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:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - b) ***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.
 - c) ***Disbursements***, including processing, reviewing, and approving.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/Electronic Municipal Market Access ("EMMA") reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Exception: Sexual harassment policy does not address annual reporting; however management did file the annual report for the current year.

Management's response: We will add the annual filing verbiage to our policy going forward.

Board or Finance Committee

- 2. 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:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

The entity does not have a board or finance committee. The District Attorney is an elected official responsible for all oversight of the entity; therefore, this procedure is not applicable.

- b) 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 fund. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

The entity does not have a board or finance committee. The District Attorney is an elected official responsible for all oversight of the entity; therefore, this procedure is not applicable.

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

Per the prior year audit report the unrestricted fund balance in the general fund did not have a negative ending balance; therefore, making this procedure not applicable.

Bank Reconciliations

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

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

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

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

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

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

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

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

Collections (excluding electronic funds transfers)

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

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

5. 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:

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

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

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

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

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

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

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

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

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

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

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

- a) Observe that receipts are sequentially pre-numbered.

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

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

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

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

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

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

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

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

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

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

- 8. 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).

Per discussion with management, we noted only one location processes payments for the fiscal period.

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

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

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

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

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

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

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

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

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

- 10. For each location selected under #8 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:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

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

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

We obtained a listing of active credit cards, bank debit cards, fuel cards, and P-cards for the fiscal period and management's representation that the listing is complete.

12. 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:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contracts

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

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

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

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

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

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

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

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

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

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

Payroll and Personnel

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

We obtained a listing of employees and management's representation that the listing is complete. Per discussion with management, all employees of the DA are paid through the Calcasieu Parish Police Jury; therefore, the DA does not process or record payroll expenses.

Through discussion with management of the Calcasieu Parish Policy Jury and their external auditors, the employees of the DA are included in their population for payroll and personnel SAUP testwork.

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

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

Not applicable as the DA does not process or record payroll expenses.

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

Not applicable as the DA does not process or record payroll expenses.

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

Not applicable as the DA does not process or record payroll expenses.

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

Not applicable as the DA does not process or record payroll expenses.

18. 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.

Not applicable as the DA does not process or record payroll expenses.

19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Not applicable as the DA does not process or record payroll expenses.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

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

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

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

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

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

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

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

Fraud Notice

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

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

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

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

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”

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

We performed the procedure and discussed the results with management. There were no exceptions noted as a result of applying this procedure.

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

We performed the procedure and discussed the results with management. There were no exceptions noted as a result of applying this procedure.

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

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

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

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

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

28. 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:

- a) Number and percentage of public servants in the agency who have completed the training requirements;

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

- b) Number of sexual harassment complaints received by the agency;

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

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

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

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

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

- e) Amount of time it took to resolve each complaint.

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

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

We are required to be independent of the District Attorney of the Fourteenth Judicial District's Office and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Langley, Williams & Co., LLC



Lake Charles, LA
May 9, 2022