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DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT

Parishes of Iberville, Pointe Coupee,
and West Baton Rouge, Louisiana

General Purpose Financial Statements
and Independent Auditors' Report
For The Year Ended December 31, 1999

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

Release Date _____

JUN 07 2000

DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT

Parishes of Iberville, Pointe Coupee,
and West Baton Rouge, Louisiana

General Purpose Financial Statements
and Independent Auditors' Report
For The Year Ended December 31, 1999

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CERTIFIED PUBLIC ACCOUNTANTS

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MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the District Attorney, 18th Judicial District
P O Box 880
Plaquemine, Louisiana 70765-08880

We have audited the accompanying general purpose financial statements of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee and West Baton Rouge, State of Louisiana, a component unit of the Iberville, Pointe Coupee and West Baton Rouge Parish Police Juries, as of and for the year ended December 31, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the District Attorney, 18th Judicial District. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee and West Baton Rouge, State of Louisiana, as of December 31, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with GOVERNMENT AUDITING STANDARDS, we have also issued our report dated May 19, 2000 on our consideration of the District Attorney's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information schedules listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the District Attorney. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Major and Morrison
New Roads, Louisiana
May 19, 2000

Major & Morrison

**DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS**

Combined Balance Sheet, December 31, 1999

	<u>GOVERNMENTAL</u> <u>FUND TYPE</u>		<u>FIDUCIARY</u> <u>FUND TYPE</u>	<u>ACCOUNT</u> <u>GROUP</u>	
	<u>GENERAL</u> <u>FUND</u>	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>AGENCY</u> <u>FUNDS</u>	<u>GENERAL</u> <u>FIXED</u> <u>ASSETS</u>	<u>TOTAL</u> <u>(MEMORANDUM</u> <u>ONLY)</u>
ASSETS AND OTHER DEBITS					
Assets:					
Cash and cash equivalents	\$ 378,168	\$ 44,807	\$ 22,723	\$ 0	\$ 445,698
Receivables	31,474	13,404	0	0	44,877
Land, buildings, and equipment	0	0	0	147,921	147,921
	<u>0</u>	<u>0</u>	<u>0</u>	<u>147,921</u>	<u>147,921</u>
Total Assets and Other Debits	<u>\$ 409,642</u>	<u>\$ 58,210</u>	<u>\$ 22,723</u>	<u>\$ 147,921</u>	<u>\$ 638,497</u>
LIABILITIES, EQUITY, AND OTHER CREDITS					
Liabilities:					
Accounts payable	\$ 13,575	\$ 3,207	\$ 0	\$ 0	\$ 16,782
Payroll deductions and withholdings	852	285	0	0	1,138
Amounts held in custody for others	0	0	22,723	0	22,723
	<u>0</u>	<u>0</u>	<u>22,723</u>	<u>0</u>	<u>22,723</u>
Total Liabilities	<u>14,428</u>	<u>3,492</u>	<u>22,723</u>	<u>0</u>	<u>40,644</u>
Equity and Other Credits:					
Investment in general fixed assets	0	0	0	147,921	147,921
Fund balances					
Unreserved - designated	0	54,718	0	0	54,718
Unreserved - undesignated	395,214	0	0	0	395,214
	<u>395,214</u>	<u>54,718</u>	<u>0</u>	<u>147,921</u>	<u>597,853</u>
Total Equity and Other Credits	<u>395,214</u>	<u>54,718</u>	<u>0</u>	<u>147,921</u>	<u>597,853</u>
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	<u>\$ 409,642</u>	<u>\$ 58,210</u>	<u>\$ 22,723</u>	<u>\$ 147,921</u>	<u>\$ 638,497</u>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana
GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended December 31, 1999**

REVENUES	GENERAL FUND	SPECIAL REVENUE FUND	TOTAL (MEMORANDUM ONLY)
Commissions on fines and forfeitures and fees for collection of worthless checks	\$ 353,071	\$ 48,134	\$ 401,204
Intergovernmental revenues:			
Parish police juries	266,650	0	266,650
Federal grants	0	141,362	141,362
Other	28,495	0	28,495
Interest earnings	4,962	0	4,962
Other revenues	107,390	0	107,390
 Total revenues	 760,568	 189,496	 950,064
 EXPENDITURES			
Salaries and related benefits	470,976	139,554	610,530
Legal and accounting	8,595	4,015	12,610
Insurance	13,552	0	13,552
Office supplies	35,917	9,919	45,837
Repairs and maintenance	14,265	4,834	19,099
Utilities	1,919	6,280	8,199
Capital outlay	56,672	5,130	61,802
Miscellaneous	51,263	24,276	75,539
 Total expenditures	 653,160	 194,008	 847,168
 EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	 107,408	 (4,512)	 102,896
 OTHER FINANCING SOURCES (USES)			
Proceeds from sale of assets	6,702	0	6,702
Transfers in	0	28,000	28,000
Transfers out	(28,000)	0	(28,000)
Total other financing sources (uses)	(21,298)	28,000	6,702
 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER USES	 86,110	 23,488	 109,598
 FUND BALANCE AT BEGINNING OF YEAR	 309,104	 31,230	 340,334
FUND BALANCE AT END OF YEAR	<u>\$ 395,214</u>	<u>\$ 54,718</u>	<u>\$ 449,932</u>

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana
GOVERNMENTAL FUNDS - GENERAL FUNDS**

**Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended December 31, 1999**

REVENUES	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Commissions on fines, forfeitures and fees for collection of worthless checks	\$ 250,000	\$ 353,071	\$ 103,071
Intergovernmental revenues:			
Parish police jury	283,000	266,650	\$ (16,350)
Other	0	28,495	28,495
Interest earnings	0	4,962	4,962
Other revenues	80,000	107,390	27,390
 Total revenues	 613,000	 760,568	 147,568
 EXPENDITURES			
Salaries and related benefits	550,000	470,976	79,024
Legal and accounting	10,000	8,595	1,405
Insurance	18,000	13,552	4,448
Office supplies	15,000	35,917	(20,917)
Repairs and maintenance	12,000	14,265	(2,265)
Utilities	5,000	1,919	3,081
Capital outlay	115,000	56,672	58,328
Miscellaneous	31,000	51,263	(20,263)
 Total expenditures	 756,000	 653,160	 102,840
 EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	 (143,000)	 107,408	 250,408
 OTHER FINANCING SOURCES (USES)			
Proceeds from sale of assets	0	6,702	6,702
Transfers in	0	0	0
Transfers out	0	(28,000)	(28,000)
 Total other financing sources (uses)	 0	 (21,298)	 (21,298)
 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER USES	 (143,000)	 86,110	 229,110
 FUND BALANCE AT BEGINNING OF YEAR	 150,000	 309,104	 159,104
 FUND BALANCE AT END OF YEAR	 \$ 7,000	 \$ 395,214	 \$ 388,214

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana
GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS**

**Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual**

REVENUES	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Commissions on fines, forfeitures and fees for collection of worthless checks	\$ 25,000	\$ 48,134	\$ 23,134
Intergovernmental revenues:			
Federal grants	163,000	141,362	(21,638)
Total revenues	188,000	189,496	1,496
EXPENDITURES			
Salaries and related benefits	151,000	139,554	11,446
Legal and accounting	4,000	4,015	(15)
Office supplies	7,000	9,919	(2,919)
Repairs and maintenance	9,000	4,834	4,166
Utilities	5,000	6,280	(1,280)
Capital outlay	0	5,130	(5,130)
Miscellaneous	13,000	24,276	(11,276)
Total expenditures	189,000	194,008	(5,008)
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	(1,000)	(4,512)	(3,512)
OTHER FINANCING SOURCES (USES)			
Transfers in	0	28,000	28,000
Total other financing sources (uses)	0	28,000	28,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER USES	(1,000)	23,488	24,488
FUND BALANCE AT BEGINNING OF YEAR	10,000	31,230	21,230
FUND BALANCE AT END OF YEAR	\$ 9,000	\$ 54,718	\$ 45,718

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
and West Baton Rouge, Louisiana

Notes to the Financial Statements
For the Year Ended December 31, 1999

INTRODUCTION

As provided by Article V, Section 26 of the Louisiana Constitution of 1984, the 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, and is the legal advisor to the Grand Jury. He 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 District Attorney currently employs 26 people.

1. SUMMARY OF SIGNIFICANT POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the District Attorney of the 18th Judicial District, a component unit of the Iberville, Pointe Coupee, and West Baton Rouge Parish Police Juries, have been prepared in conformity with general 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

The district attorney is an independent elected official; however, the district attorney is fiscally dependent on the Iberville, Pointe Coupee, and West Baton Rouge Parish Police Juries. The police juries maintain and operate the parish courthouse in which the district attorney's offices are located and provide funds for payroll and other expenses of the district attorney's office. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the district attorney. For these reasons, the district attorney was determined to be a component unit of the Iberville, Pointe Coupee, and West Baton Rouge Parish Police Juries, the financial reporting entities of the Iberville, Pointe Coupee, and West Baton Rouge Parishes.

The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the police juries, the general governmental services provided by those governmental units, or the other governmental units that comprise the financial reporting entities.

C. FUND ACCOUNTING

The district attorney uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
And West Baton Rouge, Louisiana
Notes to the Financial Statements(Continued)

1. SUMMARY OF SIGNIFICANT POLICIES (CONTINUED)

Funds of the district attorney are classified as governmental funds. Governmental funds account for the district attorney's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. Governmental funds of the district attorney include the following:

General Fund

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that 12% of the fines collected and bonds forfeited be transmitted to the district attorney to defray the necessary expenditures of his office.

Title IV-D Special Revenue Fund

The Title IV-D Special Revenue Fund consists of incentive payments and reimbursement grants from the Louisiana Department of Social Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

Worthless Check Collection Fee Special Revenue Fund

The Worthless Check Collection Fee Special Revenue 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.

Fiduciary Funds

Fiduciary Funds include Trust Funds and Agency Funds to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. Agency Funds are purely custodial and thus do not involve measurement of results of operations.

The District Attorney's Office maintains an Agency Fund to account for certain assets seized for forfeiture and held in the custody of the District Attorney.

The District Attorney's Office also maintains an Agency Fund to account for criminal bail bond premium fees collected and distributed in accordance with Act 834 of 1993.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
And West Baton Rouge, Louisiana
Notes to the Financial Statements (Continued)

1. SUMMARY OF SIGNIFICANT POLICIES (CONTINUED)

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Certain revenues are assessed and collected in such a manner that they can be accrued appropriately.

Commissions on the fines and forfeitures are recorded in the year they are collected by the tax collector, an intermediary collecting government.

Intergovernmental revenues are recorded when the District Attorney is entitled to the funds.

Expenditures

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

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid and proceeds from the sale of assets are accounted for as other financing sources (uses).

E. BUDGETS

Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles. The proposed budget for fiscal year December 31, 1999 was made available for public inspection in accordance with RS39:1306. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal in accordance with RS39:1306. The public hearing was held at the District Attorney's office on December 3, 1998 for comments from taxpayers. The budget was legally adopted and amended, as necessary, by the District Attorney.

All expenditure appropriations lapse at year end. The District Attorney has sole authority to make changes or amendments within various budget classifications. Amendments were made to the original General Fund budget for the year ended December 31, 1999. Budget amounts included in the accompanying financial statements include the amended budget.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
And West Baton Rouge, Louisiana
Notes to the Financial Statements(Continued)

1. SUMMARY OF SIGNIFICANT POLICIES (CONTINUED)

F. ENCUMBRANCES

Encumbrance accounting is not employed by the Office of the District Attorney of the Eighteenth Judicial district.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. 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 or any other state of the United States, or under the laws of the United States.

H. INVESTMENTS

Investments are limited by R.S. 33:2955 and the district attorney's investment policy. The district attorney may invest in United States bonds, treasury notes, or certificates. 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.

I. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are reported in the General Fixed Assets Account Group. Public domain or infrastructures are not capitalized. Interest costs incurred during construction are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

J. COMPENSATED ABSENCES

The district attorney has the following policy relating to vacation and sick leave which are noncumulative and nonvesting:

Sick Leave - Employees have ten days leave with pay. Any sick leave taken after the ten days will be taken without pay.

Vacation - Secretaries have one week vacation the first year, two weeks vacation the second year and three weeks vacation thereafter.

K. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
 Parishes of Iberville, Pointe Coupee,
 And West Baton Rouge, Louisiana
 Notes to the Financial Statements(Continued)

1. SUMMARY OF SIGNIFICANT POLICIES (CONTINUED)

L. TOTAL COLUMNS ON STATEMENTS

The total columns are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

M. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles 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 and expenses during the reporting period. Actual results could differ from those estimates.

2. CASH AND CASH EQUIVALENTS

At December 31, 1999, the district attorney has cash and cash equivalents totaling \$445,698 as follows:

Demand deposits	\$ 221,378
Money market accounts	<u>\$ 224,320</u>
Total	<u>\$ 445,698</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1999, the district attorney has \$471,216 in deposits(bank balances). These deposits are secured from risk by \$284,934 of federal deposit insurance and \$382,012 of pledged securities held by the custodial banks in the name of the fiscal agent banks.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 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.

3. RECEIVABLES

The following is a summary of receivables at December 31, 1999:

	<u>General Fund</u>	<u>Other</u>	<u>Total</u>
Accounts Receivable	<u>\$31,474</u>	<u>\$13,403</u>	<u>\$44,877</u>

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
And West Baton Rouge, Louisiana
Notes to the Financial Statements (Continued)

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance <u>January 1, 1999</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>December 31, 1999</u>
Automobile	\$ 23,905	\$ 0	\$ 23,905	\$ 0
Office furniture & equipment	<u>151,797</u>	<u>61,802</u>	<u>65,678</u>	<u>147,921</u>
TOTAL	\$175,702 =====	\$ 61,802 =====	\$ 89,583 =====	\$147,921 =====

5. PENSION PLANS

Substantially all employees of the District Attorney are members of either the Louisiana District Attorneys Retirement System or the Parochial Employees' Retirement System of Louisiana. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

A. Louisiana District Attorneys Retirement System

PLAN DESCRIPTION. The district attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Assistant district attorneys who earn, as a minimum, the amount paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment and all district attorneys are required to participate in the System. For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions, the following applies: Any member with 23 or more years of creditable service regardless of age may retire with a 3 per cent benefit reduction for each year below age 55, provided that no reduction is applied if the member has 30 or more years of service. Any member with at least 18 years of service may retire at age 55 with a 3 per cent benefit reduction for each year below age 60. In addition, any member with at least 10 years of service may retire at age 60 with a 3 per cent benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to 3 per cent of the member's average final compensation multiplied by the number of years of his membership service, not to exceed 100 per cent of his average final compensation.

For members who joined the System after July 1, 1990, or who elected to be covered by the new provisions the following applies: Members are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5 per cent of the member's final-average compensation multiplied by years of membership service. A member is eligible for early retirement if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to normal retirement benefit reduced 3 per cent for each year the member retires in advance of normal retirement age. Benefits may not exceed 100 per cent of average final compensation. The System also provides death and disability benefits. Benefits are established or amended by state statute.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
And West Baton Rouge, Louisiana
Notes to the Financial Statements(Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana District Attorneys Retirement System, 2109 Decatur Street, New Orleans, Louisiana 70116-2091, or by calling (504) 947-5551.

FUNDING POLICY. Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the district attorney is required to contribute at an actuarially determined rate. The rate from July 1, 1997 to June 30, 1998 was 1.25 percent and the rate from July 1, 1998 to June 30, 2001 is 0.00 percent of covered payroll. Contributions to the System also include .2 percent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The contribution requirements of plan members and the district attorney are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The district attorney's contributions to the System for the years ending December 31, 1999, 1998, and 1997, were \$0, \$1,234, and \$2,180, respectively, equal to the required contributions for each year.

B. Parochial Employees' Retirement System of Louisiana

PLAN DESCRIPTION. Substantially all employees of the District Attorney who are not members of the District Attorneys Retirement System are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the District Attorney who are in the system are members of Plan A.

All permanent employees working at least 28 hours per week whom are paid wholly or in part from Parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of creditable service. However, for those employees who are members of the supplemental plan only before January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, P. O. Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

**DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
And West Baton Rouge, Louisiana
Notes to the Financial Statements(Continued)**

Funding Policy. Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the District Attorney is required to contribute at an actuarially determined rate. The current rate is 5.5 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the District Attorney are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District Attorney's contributions to the System under Plan A for the years ending December 31, 1999, 1998, and 1997, were \$19,148, \$0, and \$0, respectively, equal to the required contributions for each year.

6. LEASES

The district attorney had no capital leases as of December 31, 1999. The district attorney has operating leases of the following nature:

Lease of copier @ \$322 per month.

The minimum annual commitments under operating leases are as follows:

Fiscal year:	<u>Equipment</u>
2000	3,866
2001	3,866
2002	<u>644</u>
Total	<u>\$ 8,376</u>

7. LITIGATION AND CLAIMS

At December 31, 1999, the district attorney had one lawsuit pending. The ultimate outcome of this matter cannot presently be determined and no provision for any liability that may result from such claim has been made in the financial statements. Litigation costs of \$5,120 were incurred in the current year. This total amount has been recorded as a current-year expense of the General Fund.

**8. EXPENDITURES OF THE DISTRICT ATTORNEY NOT INCLUDED
IN THE ACCOMPANYING FINANCIAL STATEMENTS**

The accompanying financial statements do not include expenses of the District Attorney paid from the criminal court funds, from other parish funds or directly by the state. A portion of the salaries of the District Attorney and Assistant District Attorneys are paid by the state. The parishes of West Baton Rouge and Iberville pay certain salaries and employer contributions of some clerical personnel.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
 Parishes of Iberville, Pointe Coupee,
 And West Baton Rouge, Louisiana
 Notes to the Financial Statements(Continued)

9. FEDERAL FINANCIAL ASSISTANCE PROGRAM

The District Attorney participates in the following federal financial assistance programs:

<u>Federal Grants/ Program Title</u>	<u>CFDA Number</u>	<u>Pass-Through Grantors Number</u>	<u>Expenditures</u>
Department of Health and Human Services Passed through Louisiana Department of Social Services:			
Title IV-D - Reimbursement assistance for child support			
Direct Grant Reimbursement Funds	13.783	Proj#35570008903	\$141,362
			\$141,362

This program is funded by indirect assistance payments in the form of reimbursements of a portion of certain expenditures, received from the Louisiana Department of Social Services. The reimbursed payments are restricted by a formal agreement between the District Attorney and Department of Social Services and includes a budget of expected expenditures for each fiscal year ending June 30. The District Attorney submits reimbursement requests to the Department of Social Services on a monthly basis.

Reimbursement payments may be subjected to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditures that may be disallowed as a result of such a review or audit.

10. CONTINGENCIES - YEAR 2000 ISSUE

The year 2000 (Y2K) issue is the result of computerized systems being written to store and process the year portion of dates using two digits rather than four. Date-aware systems (any system performing calculations or other operations) may fail or produce erroneous results on or before January 1, 2000 because the year 2000 will be interpreted as the year 1900.

Management has taken steps deemed necessary to avoid any problems associated with the year 2000 issue. To date the company has not experienced any problems. Although future risks associated with the year 2000 issue are unknown, management feels that their exposure would not be material.

SUPPLEMENTAL INFORMATION SCHEDULES

**DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana**

**Combined Statement of Changes In
Assets and Liabilities - All Agency Funds
For The Year Ended December 31, 1999**

	Balance 1/1/99	Additions	Deductions	Balance 12/31/99
ASSETS				
Cash and cash equivalents	\$ 27,727	\$ 420,757	\$ 425,761	\$ 22,723
Total Assets	<u>\$ 27,727</u>	<u>\$ 420,757</u>	<u>\$ 425,761</u>	<u>\$ 22,723</u>
LIABILITIES				
Amounts held in custody for others	<u>27,727</u>	<u>420,757</u>	<u>425,761</u>	<u>22,723</u>
Total Liabilities	<u>\$ 27,727</u>	<u>\$ 420,757</u>	<u>\$ 425,761</u>	<u>\$ 22,723</u>

The accompanying notes are an integral part of this statement.

MAJOR & MORRISON

CERTIFIED PUBLIC ACCOUNTANTS

VAN P. MAJOR, CPA, PC
JOHN L. MORRISON III, CPA, PC
JOHN H. CAZAYOUX, CPA, PC

MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Richard J. Ward, Jr.
District Attorney, 18th Judicial District
P O Box 880
Plaquemine, Louisiana 70765

We have audited the general purpose financial statements of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee, and West Baton Rouge, State of Louisiana, a component unit of the Iberville, Pointe Coupee, and West Baton Rouge Parish Police Juries, as of and for the year ended December 31, 1999 and have issued our report thereon dated May 19, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in GOVERNMENT AUDITING STANDARDS, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the District Attorney's general purpose financial statements are free of material misstatement, we performed tests of 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 one instance of noncompliance that is required to be reported under GOVERNMENT AUDITING STANDARDS which is described in the accompanying Corrective Action Plan for Current Year Audit Findings as item 99-2.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District Attorney's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the District Attorney's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying Corrective Action Plan for Current Year Audit Findings as item 99-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered material weaknesses. However, we believe the reportable condition item 99-1 is a material weakness.

We also noted other matters involving the internal control structure and its operation that we have reported orally to the management of the District Attorney.

This report is intended for the information of the District Attorney, federal awarding agencies, pass-through entities, and the legislative auditor. However, this report is a matter of public record and its distribution is not limited.

Major & Morrison
New Roads, Louisiana
May 19, 2000

Major and Morrison

DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT

Plaquemine, Louisiana
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 1999

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:
Material weakness(es) identified? yes no
Reportable condition(s) identified not
considered to be material weaknesses? yes none reported

Noncompliance material to financial statements
noted? yes no

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 99-1

Criteria: Accounting duties should be segregated to achieve effective internal control and safeguarding of assets.

Condition: Lack of segregation of duties in processing cash transactions.

Effect: A defalcation or misappropriation of funds could more easily occur.

Cause: Lack of segregation of duties, which permits control to be exercised over the accounting records by a person who also handles or controls cash transactions without any intervention by another person.

Recommendation: We recommend that steps be taken to segregate duties in processing cash transactions.

Management's Response: Because of the limited number of accounting personnel, total segregation of accounting duties will not be possible or cost beneficial. However, management will review accounting procedures and make internal control improvements that are practical.

Finding 99-2

Criteria: Under state law, bank deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

Condition: The Iberville Trust and Savings Bank deposits were not fully secured as of December 31, 1999.

Effect: The condition noted above increase risk of loss of funds due to a bank failure.

Cause: The bank did not pledge securities needed to fully secure bank balances.

Recommendation: We recommend that the District Attorney and bank monitor security more frequently.

Management's Response: Management has contacted the bank about security. The bank will increase pledged securities sufficient enough to fully secure the District Attorney's bank deposits.

DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 1999

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
Int Cont #1	FY98	Lack of segregation.	Partially	Total segregation is impractical. Will make cost effective improvements.

Section II - Internal Control and Compliance Material to Federal Awards:

Not applicable.

Section III - Management Letter

Not applicable.

DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana

Corrective Action Plan for
Current Year Audit Findings
For the Year Ended December 31, 1999

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completed</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
99-1	Lack of segregation.	Due to the size of the District Attorney's office, total segregation of accounting duties is impractical. Management will review accounting procedures and make internal control improvements that are cost effective.	R. Ward	Ongoing
99-2	Insufficient security.	Management and bank will monitor security balances more closely.	R. Ward	06/30/00

Section II - Internal Control and Compliance Material to Federal Awards:

Not applicable.

Section III - Management Letter

Not applicable.