

**THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana**

**General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Two Years Ended  
December 31, 1995**

THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Two Years Ended  
December 31, 1995

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**Independent Auditor's Report**

**THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana**

I have audited the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board, a component unit of Cameron Parish Police Jury, as of December 31, 1995, and for each of the years in the two year period then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the Thirty-Eighth Judicial District Indigent Defender Board. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Thirty-Eighth Judicial District Indigent Defender Board, as of December 31, 1995, and the results of its operations for each of the years in the two year period then ended, in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued reports dated June 19, 1996, on the Thirty-Eighth Judicial District Indigent Defender Board's compliance with laws, regulations and contracts and my consideration of the agency's internal control structure.



West Monroe, Louisiana  
June 19, 1996

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**GENERAL PURPOSE FINANCIAL STATEMENTS  
(Overview)**

THIRTY-EIGHTH JUDICIAL DISTRICT  
 INDIGENT DEFENDER BOARD  
 Cameron, Louisiana  
 ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1995

GOVERNMENTAL  
 FUND TYPE -  
GENERAL FUND

**ASSETS**

Cash and equivalents	\$66,877
Receivables - court costs	8,827
	<u>8,827</u>
<b>TOTAL ASSETS</b>	<u><u>\$75,704</u></u>

**LIABILITIES AND FUND EQUITY**

Liabilities - accounts payable	NONE
Fund equity - fund balance - unreserved - undesignated	\$75,704
	<u>\$75,704</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u><u>\$75,704</u></u>

The accompanying notes are an integral part of this statement.

**THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND**

**Statement of Revenues, Expenditures, and  
Changes in Fund Balance  
For the Two Years Ended December 31, 1995, By Years**

	<u>1995</u>	<u>1994</u>
<b>REVENUES</b>		
Court costs on fines and forfeitures	\$88,114	\$68,337
Louisiana Indigent Defender Board grant	2,571	
Use of money and property - interest earned	<u>29,469</u>	<u>416</u>
Total revenues	<u>120,154</u>	<u>68,753</u>
<b>EXPENDITURES</b>		
Current - general government - judicial:		
Personal services and related benefits - attorney salaries	63,280	39,100
Operating services - accounting and auditing	<u>6,703</u>	<u>4,120</u>
Total expenditures	<u>69,983</u>	<u>43,220</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	50,171	25,533
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>25,533</u>	<u>NONE</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$75,704</u>	<u>\$25,533</u>

The accompanying notes are an integral part of this statement.

**THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana**

Notes to the Financial Statements  
As of and for the Two Years Ended December 31, 1995

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Thirty-Eighth Judicial District Indigent Defender Board is established in compliance with Louisiana Revised Statutes 15:144-149 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the parish of Cameron, Louisiana. The indigent defender board is composed of three members who are appointed by the district court. The board members serve without compensation.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Cameron Parish Police Jury is the financial reporting entity for Cameron Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) 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 Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Cameron Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body,  
and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
Notes to the Financial Statements (Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Board members are appointed by the district judge. However, the police jury is ultimately responsible for the fiscal operations of the Thirty-Eighth Judicial District court system, which includes the Indigent Defender Board. Further, because of this relationship, the police jury's primary government financial statements would be misleading without inclusion of the board's financial statements. Therefore, the indigent defender board is considered a component unit of the parish reporting entity.

**B. FUND ACCOUNTING**

The board 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing service to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The board's current operations require the use of only a governmental fund (General Fund). The General Fund is the general operating fund of the indigent defender board and accounts for all of its financial resources.

THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
Notes to the Financial Statements (Continued)

**C. GENERAL FIXED ASSETS AND  
LONG-TERM OBLIGATIONS**

The indigent defender board has no fixed assets or long-term obligations at December 31, 1995.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The board uses the following practices in recognizing and reporting revenues and expenditures:

**Revenues**

Court costs on fines and forfeitures imposed by the district are recorded in the year they are collected by the tax collector.

Grant funds are recorded when the indigent defender board is entitled to the funds.

Interest income on interest bearing demand deposits is recorded at the end of the month when credited by the bank. Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Based on the above criteria, court costs on fines and forfeitures are treated as susceptible to accrual.

THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
Notes to the Financial Statements (Continued)

**Expenditures**

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

**E. CASH**

Under state law, the indigent defender board may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. Further, the board may invest in time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 1995, the board has \$68,967 (bank balances) which are fully secured by federal deposit insurance.

**F. VACATION AND SICK LEAVE**

The indigent defender board has no employees; therefore, no vacation and sick leave policy is required.

**2. INDIGENT DEFENDER ATTORNEY**

As provided by Louisiana Statutes 15:145(b)(3), the indigent defender board entered into an agreement with an attorney to provide legal representation to indigents in the Thirty-Eighth Judicial District. The agreement provides for a monthly salary of \$3,500 provided funds are available to pay this amount. If monthly court cost collections are not sufficient to pay the full salary amount, the contract may be terminated. The maximum amount that the attorney will be paid during a year will not exceed \$42,000.

**3. LITIGATION**

At December 31, 1995, the indigent defender board is not involved in any litigation nor is it aware of any unasserted claims.

**Independent Auditor's Reports on  
Compliance With Laws, Regulations and Contracts  
and Internal Control Structure**

The following independent auditor's reports on the compliance with laws, regulations, and contracts and on the internal control structure are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**Independent Auditor's Report on Compliance  
With Laws, Regulations and Contracts**

**THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana**

I have audited the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board, a component unit of Cameron Parish Police Jury, as of December 31, 1995, and for each of the years in the two year period then ended, and have issued my report thereon dated June 19, 1996.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations and contracts applicable to the Thirty-Eighth Judicial District Indigent Defender Board, is the responsibility of the board's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Thirty-Eighth Judicial District Indigent Defender Board's compliance with certain provisions of laws, regulations and contracts. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
Independent Auditor's Report  
on Compliance, etc.,  
December 31, 1995

This report is intended for the information of members of the Thirty-Eighth Judicial District Indigent Defender Board. This is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in black ink, appearing to be 'C. Smith', written in a cursive style.

West Monroe, Louisiana  
June 19, 1996



**Independent Auditor's Report  
on the Internal Control Structure**

**THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana**

I have audited the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board, a component unit of Cameron Parish Police Jury, as of December 31, 1995, and for each of the years in the two year period then ended, and have issued my report thereon dated June 19, 1996.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Thirty-Eighth Judicial District Indigent Defender Board is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

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THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
Independent Auditor's Report  
on Internal Control Structure,  
December 31, 1995

In planning and performing my audit of the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board for the two years ended December 31, 1995, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

I noted a certain matter involving the internal control structure and its operation that I consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgment, could adversely affect the board's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

All accounting functions of the board, i.e., depositing and posting receipts and preparing, posting and issuing checks are performed by one individual. Such functions are not compatible and should be performed by separate individuals. However, because of the size of the board and its limited revenues, it is not economically feasible to correct this deficiency.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose 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.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered material weaknesses as defined above. However, I do not consider the reportable condition described above to be a material weakness.

THIRTY-EIGHTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
Cameron, Louisiana  
Independent Auditor's Report  
on Internal Control Structure,  
December 31, 1995

This report is intended for the information of members of the Thirty-Eighth Judicial District Indigent Defender Board. This is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in black ink, appearing to be "C. R. ...", written in a cursive style.

West Monroe, Louisiana  
June 19, 1996