

**DISTRICT ATTORNEY OF THE
THIRTEENTH JUDICIAL DISTRICT**

Financial Report

Year Ended December 31, 2018

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INDEPENDENT AUDITOR'S REPORT

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The Honorable Trent Brignac
District Attorney of the Thirteenth Judicial District
Ville Platte, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the District Attorney of the Thirteenth Judicial District (District Attorney), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District Attorney, as of December 31, 2018, 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.

Emphasis of Matter

As discussed in Note 12 to the basic financial statements, the District Attorney had a prior year restatement. Our opinion is not modified with respect to this matter.

Other Matter

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that budgetary comparison information, schedule of employer's share of net pension liability, and schedule of employer contributions (pages 32-36) be presented to supplement the basic financial statements. Such information, 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.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2019, on our consideration of the District Attorney'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 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'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 the District Attorney's internal control over financial reporting and compliance.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Ville Platte, Louisiana
June 27, 2019

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Statement of Net Position
December 31, 2018

	<u>Governmental Activities</u>
ASSETS	
Cash and interest-bearing deposits	\$ 964,085
Due from other governmental units	41,906
Capital assets, net	<u>54,697</u>
Total assets	<u>1,060,688</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to pensions	<u>166,235</u>
LIABILITIES	
Accounts and other payables	41,949
Seized funds liability	30,198
Net pension liability	<u>46,088</u>
Total liabilities	<u>118,235</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources related to pensions	<u>168,632</u>
NET POSITION	
Net investment in capital assets	54,697
Restricted:	
Child support programs	24,835
Purposes of grant	7,243
Unrestricted	<u>853,281</u>
Total net position	<u>\$ 940,056</u>

The accompanying notes are an integral part of the basic financial statements.

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Statement of Activities
For the Year Ended December 31, 2018

Activities	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental activities:				
General government -				
Judicial	<u>\$1,365,297</u>	<u>\$690,047</u>	<u>\$508,277</u>	<u>\$ (166,973)</u>
General revenues:				
				17,053
				2,423
				<u>44,373</u>
				<u>63,849</u>
				(103,124)
				<u>1,043,180</u>
				<u>\$ 940,056</u>

The accompanying notes are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS (FFS)

FUND DESCRIPTIONS

General Fund

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

Special Revenue Funds

Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Pretrial Intervention Fund

To account for the collection of probation fees which are used to help young people on a pretrial-probationary period.

Families in Need of Service Fund

To account for the administration of FINS contract used to address the needs of juvenile offenders.

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Balance Sheet
Governmental Funds
December 31, 2018

	General	Pretrial Intervention	Families in Need of Service	Totals
ASSETS				
Cash and interest-bearing deposits	\$ 689,023	\$ 274,764	\$ 298	\$ 964,085
Due from other governmental units	<u>34,961</u>	<u>-</u>	<u>6,945</u>	<u>41,906</u>
Total assets	<u>\$ 723,984</u>	<u>\$ 274,764</u>	<u>\$ 7,243</u>	<u>\$ 1,005,991</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 41,949	\$ -	\$ -	\$ 41,949
Seized funds liability	<u>30,198</u>	<u>-</u>	<u>-</u>	<u>30,198</u>
Total liabilities	<u>72,147</u>	<u>-</u>	<u>-</u>	<u>72,147</u>
Fund balances:				
Restricted -				
Title IV D - child support programs	24,835	-	-	24,835
Purposes of grant	-	-	7,243	7,243
Committed:				
Pre-trial intervention	-	274,764	-	274,764
Unassigned	<u>627,002</u>	<u>-</u>	<u>-</u>	<u>627,002</u>
Total fund balances	<u>651,837</u>	<u>274,764</u>	<u>7,243</u>	<u>933,844</u>
Total liabilities and fund balances	<u>\$ 723,984</u>	<u>\$ 274,764</u>	<u>\$ 7,243</u>	<u>\$ 1,005,991</u>

The accompanying notes are an integral part of the basic financial statements.

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
December 31, 2018

Total fund balances for governmental funds at December 31, 2018	\$ 933,844
Total net position reported for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:	
Furniture and equipment, net of \$166,490 accumulated depreciation	54,697
The deferred outflows of expenditures for the district attorney and parochial retirement systems are not available resources, and therefore, are not reported in the funds	166,235
Some liabilities are not due and payable from current financial resources and are, therefore not reported in the funds.	
Net pension liability	(46,088)
The deferred inflows of contributions for the district attorney and parochial retirement systems are not payable from current expendable resources and, therefore are not reported in the funds	<u>(168,632)</u>
Net position at December 31, 2018	<u>\$ 940,056</u>

The accompanying notes are an integral part of the basic financial statements.

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances-
Governmental Funds
For the Year Ended December 31, 2018

	<u>General</u>	<u>Pretrial Intervention</u>	<u>Families in Need of Service</u>	<u>Total</u>
Revenues:				
Commissions on fines and forfeitures and fees for collection of worthless checks	\$ 138,749	\$ 121,573	\$ -	\$ 260,322
Intergovernmental revenue-				
State grants	27,500	-	27,780	55,280
Federal grants	150,291	-	-	150,291
Local governmental units	429,725	-	-	429,725
On-behalf payments	302,706	-	-	302,706
Confiscated assets income	17,053	-	-	17,053
Interest earnings	2,100	323	-	2,423
Other revenues	12,272	-	4,312	16,584
Total revenues	<u>1,080,396</u>	<u>121,896</u>	<u>32,092</u>	<u>1,234,384</u>
Expenditures:				
Current -				
General government - judicial:				
Salaries and related benefits	852,744	68,947	17,145	938,836
Insurance	76,060	-	-	76,060
Automobile operation and maintenance	14,937	-	-	14,937
Dues and subscriptions	10,988	-	-	10,988
Equipment maintenance	12,979	-	-	12,979
Office expenditures	161,871	1,025	2,689	165,585
Professional fees	16,350	-	-	16,350
Repairs and maintenance	24,000	-	-	24,000
Travel, conference and training	18,160	-	633	18,793
Outside services and fees	397	-	-	397
Restitution	-	26,873	-	26,873
Other	12,906	666	13,042	26,614
Total expenditures	<u>1,201,392</u>	<u>97,511</u>	<u>33,509</u>	<u>1,332,412</u>
Excess (deficiency) of revenues over expenditures	<u>(120,996)</u>	<u>24,385</u>	<u>(1,417)</u>	<u>(98,028)</u>
Other financing sources (uses):				
Transfers in	30,364	-	-	30,364
Transfers out	-	(30,364)	-	(30,364)
Total other financing sources (uses)	<u>30,364</u>	<u>(30,364)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(90,632)	(5,979)	(1,417)	(98,028)
Fund balances, beginning, as restated	<u>742,469</u>	<u>280,743</u>	<u>8,660</u>	<u>1,031,872</u>
Fund balances, ending	<u>\$ 651,837</u>	<u>\$ 274,764</u>	<u>\$ 7,243</u>	<u>\$ 933,844</u>

The accompanying notes are an integral part of the basic financial statements.

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended December 31, 2018

Total net change in fund balances for the year ended December 31, 2018 per statement of revenues, expenditures and changes in fund balances	\$ (98,028)
The change in net position reported for governmental activities in the statement of activities is 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.	
Depreciation expense	(4,435)
Pension (expense) benefit not requiring the use of current economic resources and, therefore, not recorded as a fund expenditure	(28,450)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds	
Non employer's contributions to the district attorney and parochial pension plan	<u>27,789</u>
Change in net position for the year ended December 31, 2018 per statement of activities	<u>\$ (103,124)</u>

The accompanying notes are an integral part of the basic financial statements.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

The accompanying financial statements of the District Attorney of the Thirteenth Judicial District (District Attorney) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

A. Financial Reporting Entity

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney of the Thirteenth Judicial District, 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 Thirteenth Judicial District encompasses Evangeline Parish.

These financial statements only include funds, activities, et cetera, that are controlled by the District Attorney as an independently elected parish official. The District Attorney's offices are located in the parish courthouse, the upkeep and maintenance of the courthouse is paid by the Evangeline Parish Police Jury and in addition, the Evangeline Parish Police Jury also pays a monthly supplement to the District Attorney for salaries and certain operating expenditures.

The District Attorney of the Thirteenth Judicial District is a part of the district court system of the State of Louisiana. However, the state statutes that created the District Attorneys also give the District Attorneys control over all their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than salaries and certain operating expenditures of the District Attorney's office that are supplemented by the Evangeline Parish Police Jury as required by Louisiana law, the District Attorney is financially independent and operates autonomously from the State of Louisiana and independently from the district court system.

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity, which are considered governmental activities. Governmental activities are generally financed through taxes, intergovernmental revenues, and other nonexchange revenues.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District Attorney's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements (FFS)

The accounts of the District Attorney are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The various funds of the District Attorney are classified as governmental. The emphasis on fund financial statements is on major governmental funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or the total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures of that individual governmental fund is at least 10 percent of the corresponding total for all governmental funds combined.

All funds of the District Attorney are considered to be major funds and are described below:

Governmental Funds -

The General Fund is the general operating fund of the District Attorney. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds -

The Pretrial Intervention Fund is used to account for the collection of probation fees.

The FINS program is used to account for the administration of FINS contract used to address the needs of juvenile offenders.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or non-current) associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial statements, the “current financial resources” measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide statement of net position and statement of activities the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District Attorney considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Revenues are classified by source and expenditures are classified by function and character. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Use of Restricted Resources

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

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Program revenues

Program revenues included in the statement of activities are derived directly from the program itself or from parties outside the District Attorney's citizenry, as a whole; program revenues reduce the cost of the function to be financed from the District Attorney's general revenues.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Equity

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the District Attorney.

Interfund receivables and payables

During the course of operations, occasional transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Short-term interfund loans are reported as "interfund receivables and payables."

Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include grant revenue, incentive payments, and commissions from fines.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their acquisition value at the date of donation. The District Attorney maintains a threshold level of \$5,000 or more for capitalizing capital assets.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Equipment and vehicles 5-10 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Compensated Absences

Employees with less than eight years of service are allowed one week of sick leave and two weeks vacation per year. Employees with eight or more years of service are allowed two weeks of sick leave. Employees may accumulate up to 22 days of sick leave. The amount of compensated absences payable at December 31, 2018 is immaterial, and therefore, not included in the financial statements.

Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. At December 31, 2018, the District Attorney's deferred outflows and inflows of resources on the government-wide statement are attributable to its pension plans.

Equity Classifications

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

- a. Net investment in capital assets – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.
- b. Restricted net position – consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.
- c. Unrestricted net position – consist of all other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed – amounts that can be used only for specific purposes determined by a formal decision of the District Attorney. The District Attorney is the highest level of decision-making authority for the District Attorney’s office.
- d. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the District Attorney’s adopted policy, only the District Attorney may assign amounts for specified purposes.
- e. Unassigned – all other spendable amounts.

When an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available, the District Attorney considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District Attorney considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the District Attorney has provided otherwise in his commitment or assignment actions.

E. Expenditures and Transfers

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified by character. In the fund financial statements, governmental funds report expenditures of financial resources.

Interfund Transfers

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. For the purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(2) Cash and Interest-Bearing Deposits

Under state law, the District Attorney 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. The District Attorney may invest in certificates and time deposits of the state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2018, the District Attorney had cash and interest-bearing deposits (book balances) totaling \$964,085 as follows:

Demand deposits	\$ 356,623
Time, savings, and money market deposits	<u>607,462</u>
Total	<u>\$ 964,085</u>

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the District Attorney's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security 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 bank. These securities are held in the name of the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties. Deposit balance (bank balances) at December 31, 2018, were secured as follows:

Bank balances	<u>\$ 1,005,853</u>
Federal deposit insurance	500,000
Pledged securities	<u>505,853</u>
Total	<u>\$ 1,005,853</u>

Deposits in the amount of \$505,853 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institutions' trust department or agent, but not in the District Attorney's name. The District Attorney does not have a policy for custodial credit risk.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

(3) Due from Other Governmental Units

Amounts due from other governmental units in the amount of \$41,906 at December 31, 2018 consisted of the following:

Evangeline Parish Sheriff - fines, court costs and other fees	\$ 10,126
State of Louisiana - Title IV-D incentive payments	24,835
State of Louisiana - Families in Need of Service program	<u>6,945</u>
	<u>\$ 41,906</u>

(4) Capital Assets

Capital asset activity for the year ended December 31, 2018 was as follows:

	Balance 1/1/2018	Additions	Deletions	Balance 12/31/2018
Furniture, fixtures and equipment	\$ 221,187	\$ -	\$ -	\$ 221,187
Less accumulated depreciation	<u>162,055</u>	<u>4,435</u>	<u>-</u>	<u>166,490</u>
Net capital assets	<u>\$ 59,132</u>	<u>\$ (4,435)</u>	<u>\$ -</u>	<u>\$ 54,697</u>

Depreciation expense for the year ended December 31, 2018 of \$4,435 was charged to the general government - judicial function.

(5) Pension Plan

The District Attorney participates in two cost-sharing, multiple-employer, defined benefit pension plans: Louisiana District Attorneys Retirement System (established by LRS 11, Chapter 3 and Parochial Employees Retirement System of Louisiana (Plan A) (established by LRS 11:1901). Each system is administered and controlled by a separate board of trustees. The system provides retirement, disability and death benefits to plan members and beneficiaries. The system's pension schedules including the plan's fiduciary net position are prepared using the accrual basis of accounting. Employer and employee contributions are recognized in the period in which the employee is compensated for services performed. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. Interest income is recognized when earned.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

District Attorney Retirement System -

Eligibility and Benefits

Members who joined the System before July 1, 1990, and who have elected not to be covered by the new provisions, are eligible to receive a normal retirement benefit if they have 10 or more years of creditable service and are at least age 62, or if they have 18 or more years of service and are at least age 60, or if they have 23 or more years of service and are at least age 55, or if they have 30 years of service regardless of age. The normal retirement benefit is equal to 3% of the member's average final compensation for each year of creditable service.

Members who joined the System after July 1, 1990, or who elected to be covered by the new provisions, 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% of the member's final average compensation multiplied by years of membership service.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the period January 1, 2018 through June 30, 2018 the employer contribution rate was 0.0% and for the period July 1, 2018 through December 31, 2018 the employer contribution rate was 1.25%. The employee contribution rate was 8.0%. Also, in accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Contributions from non-employer contributing entities were \$23,674. Contributions from the District Attorney of the Thirteenth Judicial District were \$639 for the year ended December 31, 2018.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of December 31, 2018, the District Attorney reported a liability of \$87,171 for its proportionate share of the net pension liability. The District Attorney's net pension liability was measured as of the plan's measurement date of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District Attorney's proportion of the net pension liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of June 30, 2018, the District Attorney's proportion was .270892%, which was an increase of .014595% from its proportion measured as of June 30, 2017.

Changes in the net pension liability may either be reported in pension expense in the year the change occurred or recognized as a deferred outflow of resources or a deferred inflow of resources in the year the change occurred and amortized into pension expense over a number of years. For the year ended December 31, 2018, the District Attorney recognized \$29,623 in pension expense.

At December 31, 2018, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 468	\$ 12,663
Change of assumptions	52,875	5,748
Change in proportion and differences between employer's contributions and proportionate share of contributions	10,542	4,412
Net differences between projected and actual earnings on plan investments	7,299	-
Employer contributions subsequent to the measurement date	639	-
Total	\$ 71,823	\$ 22,823

Deferred outflows of resources of \$639 related to pensions resulting from the District Attorney's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions to be recognized in pension expense as follows:

Year Ended December 31	Net Amount Recognized in Pension Expense
2019	\$ 17,197
2020	9,712
2021	4,822
2022	6,174
2023	10,456
	\$ 48,361

Actuarial Methods Assumptions

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009, through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables. A summary of the actuarial methods and assumptions used in determining the total pension liability of DARS as of June 30, 2018 are as follows:

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Valuation date	June 30, 2018
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Expected remaining service lives	6 years
Investment rate of return	6.50%, net of investment expense
Projected salary increases	5.50% (2.40% Inflation, 3.10% Merit)
Cost of Living Adjustments	Only those previously granted
Mortality Rates	RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables (set-back 1 year for females) for employees, annuitants, and beneficiaries. RP-2000 Disabled Lives Mortality Table (setback 5 years for males and 3 years for females) for disabled annuitants.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.45% for the year ended June 30, 2018.

The best estimates of arithmetic real rates of return for each major asset class based on the System's target asset allocation as of June 30, 2018 were as follows:

Asset Class	Long-Term Target Asset Allocation	Rates of Return	
		Real	Nominal
Equities	61.72%	10.82%	
Fixed income	28.95%	6.36%	
Alternatives	8.85%	10.50%	
Cash	0.48%	0.50%	
System total	100%		6.95%
Inflation			2.50%
Expected arithmetic nominal return			9.45%

Discount Rate

The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.50%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.50%) or one percentage point higher (7.50%) than the current rate.

	1% Decrease 5.50%	Current Discount Rate 6.50%	1% Increase 7.50%
Net Pension Liability	<u>\$ 234,702</u>	<u>\$ 87,171</u>	<u>\$ (38,339)</u>

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's assets, deferred outflows, deferred inflows, and fiduciary net position that were used in the measurement of the District Attorney's net pension liability is available in the separately issued plan financial reports at www.la.gov.

Parochial Employees Retirement System of Louisiana -

Eligibility and Benefits

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Contributions

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2018, members contributed 9.5% of their annual covered salary and the District Attorney contributed 11.5%. According to state statute, the PERSLA also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The PERSLA also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Contributions from non-employer contributing entities were \$4,115. Contributions to the pension plan from the District Attorney were \$40,913 for the year ended December 31, 2018.

Net Pension Liability

At December 31, 2018, the District Attorney reported a pension asset of \$41,083 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2017 and the total pension liability used to calculate the net pension obligation was determined by an actuarial valuation as of that date. The District Attorney's proportion of the net pension liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the District Attorney's proportion was 0.055349%, which was a decrease of 0.003994% from its proportion measured as of December 31, 2016. Detailed information about the pension plan's assets, deferred outflows, deferred inflows, and fiduciary net position that was used in the measurement of the District Attorney's net pension liability is available in the separately issued plan financial reports at <http://www.persla.org>.

Payables to the System

The District Attorney's payable to the System at December 31, 2018 was \$19,527 and is the legally required contribution owed for the 4th quarter of the 2018 calendar year.

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability of PERSLA as of December 31, 2017 are as follows:

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Valuation Date	December 31, 2017
Date of experience study on which significant assumptions are based	1/1/2010 - 12/31/2014
Actuarial Cost Method	Entry Age Normal
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.75, net of investment expense
Inflation Rate	2.50%
Mortality	RP-200 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables was selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.
Projected Salary Increases	5.25% (2.75% Merit/2.50% Inflation)
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the PERSLA and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

Cost-of-Living Increases

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

Discount Rate

The discount rate used to measure the total pension liability was 6.75% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the PERSLA's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model. Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.0% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.62% for the year ended December 31, 2017. Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocations as of December 31, 2017 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real assets	2%	0.12%
	<u>100%</u>	<u>5.66%</u>
Inflation		<u>2.00%</u>
Expected Arithmetic Nominal Return		<u>7.66%</u>

Sensitivity to Changes in the Discount Rate

The following presents the employer's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.75%, as well as what the employer's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.75%) or one percentage-point higher (7.75%) than the current rate:

	1.0% Decrease 5.75%	Current Discount Rate 6.75%	1.0% Increase 7.75%
Net Pension Liability	<u>\$ 202,552</u>	<u>\$ (41,083)</u>	<u>\$ (258,023)</u>

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Changes in the net pension liability may either be reported in pension expense in the year the change occurred or recognized as a deferred outflow of resources or a deferred inflow of resources in the year the change occurred and amortized into pension expense over a number of years. For the year ended December 31, 2018, the District Attorney recognized \$40,379 in pension expense.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

At December 31, 2018, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to PERSLA from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ -	\$ 26,594
Change of assumptions	51,852	-
Net difference between projected and actual earnings on pension plan investments	-	94,913
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	1,647	24,302
Employer contributions subsequent to the measurement date	40,913	-
Total	\$94,412	\$ 145,809

Deferred outflows of resources of \$40,913 resulting from the employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability during the year ended December 31, 2019. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions to be recognized in pension expense are as follows:

Fiscal Year Ended			
2019			\$ (4,922)
2020			(17,374)
2021			(32,395)
2022			(37,619)
			\$ (92,310)

(6) Deferred Compensation Plan

The District Attorney's office offers its employees participation in the State of Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. The plan is reported as an agency fund in the State of Louisiana's financial statements. The plan, available to all District Attorney employees, permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the State of Louisiana (without being restricted to the provisions of benefits under the plan) subject only to the claims of the general creditors of the State of Louisiana. Participants' rights under the plan are equal to those of general creditors of the State of Louisiana in an amount equal to the fair market value of the deferred account for each participant.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, P.O. Box 94397, Baton Rouge, Louisiana 70804-9397.

(7) Interfund Transfers

Transfers consisted of the following for the year ended December 31, 2018:

	<u>Transfers In</u>	<u>Transfers Out</u>
Major governmental funds:		
General Fund	\$ 30,864	\$ -
Pretrial Intervention	<u>-</u>	<u>30,364</u>
	<u>\$ 30,864</u>	<u>\$ 30,364</u>

Transfers are used to move unrestricted revenues in various funds to other funds to finance various programs accounted for in other funds.

(8) Risk Management

The District Attorney is exposed to risks of loss in the areas of auto liability, employee dishonesty and workers' compensation. All of these risks are handled by purchasing 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.

(9) On-behalf Payments for Fringe Benefits and Salaries

Supplementary salary payments are made by the state directly to the District Attorney and to the Assistant District Attorneys. The District Attorney's office is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditure payments is the actual contributions made by the state. On-behalf payments for salaries from the State of Louisiana in the amount of \$302,706 were recorded as intergovernmental revenue and judicial expenditures in the government-wide and General Fund financial statements.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to Basic Financial Statements (Continued)

(10) Compensation, Benefits, and Other Payments to Trent Brignac, District Attorney

Purpose	Amount
Salary	\$ 170,785
Benefits - payroll taxes	2,506
Retirement	1,068
Auto allowance	13,980
Cell phone	1,365
Conference registration fees	757
Dues	473
Hotels	2,042
Meals	280
Travel	451
Wellness membership	550
	\$ 194,257

(11) Pending Litigation

At December 31, 2018, there is no litigation pending against the District Attorney.

(12) Prior Year Restatement

The Worthless Check Special Revenue Fund did not have specific revenue sources that are restricted or committed to expenditure for specified purposes as required by *Governmental Accounting Standards Board Statement No. 54*. Therefore, the worthless check activity will be included in the General fund for the fiscal year ending December 31, 2018. Beginning fund balance of the General Fund has increased by \$165,167 due to this restatement.

**REQUIRED
SUPPLEMENTARY INFORMATION**

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

General Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2018

	Budget		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Commissions on fines and forfeitures and fees for collection of worthless checks	\$ 204,500	\$ 151,640	\$ 138,749	\$ (12,891)
Intergovernmental revenues-				
State grants	30,000	30,000	27,500	(2,500)
On-behalf payments - state	305,000	300,500	302,706	2,206
Federal grants	150,000	153,000	150,291	(2,709)
Local governmental units	420,000	429,000	429,725	725
Confiscated assets income	500	14,215	17,053	2,838
Interest income	1,500	2,100	2,100	-
Other revenues	15,000	12,250	12,272	22
Total revenues	<u>1,126,500</u>	<u>1,092,705</u>	<u>1,080,396</u>	<u>(12,309)</u>
Expenditures:				
Current -				
General government-judicial:				
Salaries and related benefits	930,000	876,674	852,744	23,930
Insurance	6,000	75,150	76,060	(910)
Automobile operation and maintenance	15,000	14,930	14,937	(7)
Dues and subscriptions	11,000	11,000	10,988	12
Equipment maintenance	7,500	12,975	12,979	(4)
Office expenditures	112,500	150,514	161,871	(11,357)
Professional fees	15,000	16,350	16,350	-
Repairs and maintenance	-	-	24,000	(24,000)
Travel, conference and training	10,000	18,160	18,160	-
Outside services and fees	2,500	397	397	-
Other	-	-	12,906	(12,906)
Capital outlay	2,100	33,868	-	33,868
Total expenditures	<u>1,111,600</u>	<u>1,210,018</u>	<u>1,201,392</u>	<u>8,626</u>
Excess (deficiency) of revenues over expenditures	<u>14,900</u>	<u>(117,313)</u>	<u>(120,996)</u>	<u>(3,683)</u>
Other financing sources (uses):				
Transfers in	-	31,220	30,364	(856)
Transfers out	(9,500)	-	-	-
Total other financing sources (uses):	<u>(9,500)</u>	<u>31,220</u>	<u>30,364</u>	<u>(856)</u>
Net change in fund balance	5,400	(86,093)	(90,632)	(4,539)
Fund balance, beginning, as restated	<u>742,469</u>	<u>742,469</u>	<u>742,469</u>	<u>-</u>
Fund balance, ending	<u>\$ 747,869</u>	<u>\$ 656,376</u>	<u>\$ 651,837</u>	<u>\$ (4,539)</u>

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Pretrial Intervention Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2018

	Budget		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Commissions on fines and forfeitures	\$ 175,000	\$ 117,500	\$ 121,573	\$ 4,073
Interest	-	300	323	23
Total revenues	175,000	117,800	121,896	4,096
Expenditures:				
Current -				
General government - judicial:				
Salaries and related benefits	72,000	69,031	68,947	84
Restitution	40,000	28,000	26,873	1,127
Office expenditures	2,500	1,025	1,025	-
Other	500	-	666	(666)
Total expenditures	115,000	98,056	97,511	545
Excess of revenues over expenditures	60,000	19,744	24,385	4,641
Other financing uses:				
Transfers out	-	(30,000)	(30,364)	(364)
Net change in fund balance	60,000	(10,256)	(5,979)	4,277
Fund balance, beginning	280,743	280,743	280,743	-
Fund balance, ending	\$ 340,743	\$ 270,487	\$ 274,764	\$ 4,277

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Families in Need of Service Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2018

	<u>Budget</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>(Negative)</u>
Revenues:				
Intergovernmental revenues:				
State grants	\$ 28,000	\$ 25,465	\$ 27,780	\$2,315
Other revenues	<u>3,200</u>	<u>4,310</u>	<u>4,312</u>	<u>2</u>
Total revenues	<u>31,200</u>	<u>29,775</u>	<u>32,092</u>	<u>2,317</u>
Expenditures:				
Current-				
General government - judicial:				
Salaries and related benefits	17,700	17,200	17,145	55
Office expenditures	1,000	2,750	2,689	61
Travel, conference and training	500	633	633	-
Other	<u>12,000</u>	<u>13,000</u>	<u>13,042</u>	<u>(42)</u>
Total expenditures	<u>31,200</u>	<u>33,583</u>	<u>33,509</u>	<u>74</u>
Net change in fund balance	-	(3,808)	(1,417)	2,391
Fund balance, beginning	<u>8,660</u>	<u>8,660</u>	<u>8,660</u>	-
Fund balance, ending	<u>\$ 8,660</u>	<u>\$ 4,852</u>	<u>\$ 7,243</u>	<u>\$2,391</u>

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Schedule of Employer's Share of Net Pension Liability
For the Year Ended December 31, 2018

Plan/ Fiscal Year	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
DARS					
2018	0.270892%	\$ 87,171	\$ 121,814	71.6%	92.92%
2017	0.256297%	\$ 69,129	\$ 145,650	47.5%	93.57%
2016	0.213079%	\$ 40,785	\$ 113,048	36.1%	95.09%
2015	0.160581%	\$ 8,650	\$ 110,160	7.9%	98.56%
PERS					
2018	0.055349%	\$ (41,083)	\$ 340,683	-12.1%	101.98%
2017	0.059343%	\$ 122,218	\$ 351,941	34.7%	94.15%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become become available.

District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

Schedule of Employer Contributions
For the Year Ended December 31, 2018

<u>Plan/ Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a % of Covered Payroll</u>
DARS					
2018	\$ 639	\$ 639	\$ -	\$ 51,105	1.25%
2017	\$ -	\$ -	\$ -	\$ 121,814	0.00%
2016	\$ 2,549	\$ 2,549	\$ -	\$ 145,650	1.75%
2015	\$ 4,963	\$ 4,963	\$ -	\$ 113,048	4.39%
PERS					
2018	\$ 40,913	\$ 40,913	\$ -	\$ 355,762	11.50%
2017	\$ 42,585	\$ 42,585	\$ -	\$ 340,683	12.50%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Notes to the Required Supplementary Information
For the Year Ended

(1) Budgets and Budgetary Accounting

The District Attorney follows these procedures in establishing the budgetary data reflected in the financial statements:

- A. The Secretary prepares a proposed budget and submits it to the District Attorney for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- B. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- C. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
- D. After holding the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- E. All budgetary appropriations lapse at the end of each fiscal year.
- F. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the District Attorney.

(2) Retirement Systems

- A. District Attorney's Retirement System of Louisiana:
 - 1. Changes of benefit terms – There were no changes of benefit terms for the year ended December 31, 2018.
 - 2. Change of assumptions – The discount rate decreased from 7.00% to 6.50% since the previous valuation.
- B. Parochial Employees Retirement System of Louisiana:
 - 1. Changes of benefit terms – There were no changes of benefit terms for the year ended December 31, 2018.
 - 2. Change of assumptions – The discount rate decreased from 7.00% to 6.75% since the previous valuation.

**INTERNAL CONTROL
AND
COMPLIANCE**

KOLDER, SLAVEN & COMPANY, LLC

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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*

WWW.KCSRCPAS.COM

* A Professional Accounting Corporation

The Honorable Trent Brignac
District Attorney of the Thirteenth Judicial District
Evangeline Parish, Louisiana

We have audited, in accordance with 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 and each major fund of the District Attorney of the Thirteenth Judicial District (District Attorney), as of and for the year ended December 31, 2018, 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 June 27, 2019.

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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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 have not been identified. However, as described in the accompanying summary schedule of current and prior year audit findings and corrective action plan, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiency described in the accompanying summary schedule of current and prior year audit findings and corrective action plan as item 2018-002 to be a material weakness.

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. We consider deficiency 2018-001 described in the accompanying summary schedule of current and prior year audit findings and corrective action plan to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District Attorney's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements 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 Thirteenth Judicial District's Response to Findings

The 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. The 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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Ville Platte, Louisiana
June 27, 2019

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Schedule of Current and Prior Year Audit Findings and Corrective Action Plan
For the Year Ended December 31, 2018

Part I. Current Year Findings relating to an audit in accordance with *Government Auditing Standards*:

A. Internal Control

2018-001 Segregation of Duties

CONDITION: The District Attorney does not have adequate segregation of accounting functions within the accounting system.

CRITERIA: Segregation of accounting duties is imperative to promote a strong internal control structure and proper monitoring.

CAUSE: The cause of the condition is the result of a failure to design and implement policies and procedures necessary to achieve adequate internal control.

EFFECT: Failure to adequately segregate accounting and financial functions increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

RECOMMENDATION: Due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

MANAGEMENT RESPONSE: Due to the size of the operation and cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of accounting duties.

2018-002 Financial Reporting

CONDITION: Management and staff lack the expertise and/or experience in the selection and application of generally accepted accounting principles, as applicable to governmental entities, in the financial statement preparation process.

CRITERIA: Proper preparation of financial statements is imperative for management to monitor financial results.

CAUSE: The condition resulted because personnel do not have the qualifications and training to apply GAAP in recording the entity's financial transactions or preparing the financial statements.

EFFECT: Financial statements and related notes may reflect a material departure from generally accepted accounting principles.

RECOMMENDATION: The additional costs required to achieve the desired benefit may not be economically feasible.

MANAGEMENT RESPONSE: The financial reporting process will continue to be outsourced to the District Attorney's external auditors due to the increased costs necessary to correct the condition.

B. Compliance

There were no compliance findings noted.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT
Evangeline Parish, Louisiana

Schedule of Current and Prior Year Audit Findings and Corrective Action Plan
For the Year Ended December 31, 2018

Part II. Prior Year Findings relating to an audit in accordance with *Government Auditing Standards*:

A. Internal Control

2017-001 Segregation of Duties

CONDITION: The District Attorney does not have adequate segregation of accounting functions within the accounting system.

CURRENT STATUS: See finding 2018-001.

2017-002 Financial Reporting

CONDITION: Management and staff lack the expertise and/or experience in the selection and application of generally accepted accounting principles, as applicable to governmental entities, in the financial statement preparation process.

CURRENT STATUS: See finding 2018-002.

B. Compliance

There were no compliance findings noted.

**District Attorney of the 13th Judicial District
Ville Platte, Louisiana**

**Statewide Agreed-Upon Procedures Report
Year Ended December 31, 2018**

KOLDER, SLAVEN & COMPANY, LLC

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Management of the District Attorney of the 13th Judicial District

We have performed the procedures enumerated below, which were agreed to by District Attorney of the 13th Judicial District and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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 that 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

The written policies and procedures do not adequately address the functions noted above.

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.

The written policies and procedures do not adequately address the functions noted above.

c) **Disbursements**, including processing, reviewing, and approving

The written policies and procedures address the functions noted above.

- 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).

The written policies and procedures do not adequately address the functions noted above.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

The written policies and procedures address the functions noted above.

- 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

The written policies and procedures do not adequately address the functions noted above.

- 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)

The written policies and procedures do not adequately address the functions noted above.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

The written policies and procedures address the functions noted above.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

The written policies and procedures do not adequately address the functions noted above.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

There are no written policies and procedures for debt service. The District Attorney's office does not have any debt.

Bank Reconciliations

2. Obtain a listing of client 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 selected each account, and observe that:

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

Bank reconciliations did not include evidence that they were prepared within 2 months of the related statement closing date.

- 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

No evidence of management review noted.

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

There was no evidence that management researched checks outstanding more than 12 months old.

Collections

- 3. 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).

- 4. 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 that are responsible for cash collections do not share cash drawers/registers.

Exception noted.

- 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.

Exception noted.

- 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.

No exception noted.

- 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 verifies the reconciliation.

No exception noted.

- 5. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

No exception noted.

- 6. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #2 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.
No exceptions noted.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
No exceptions noted.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
No exceptions noted.
- d) Observe that 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).
Deposits were not made within one day of receipt.
- e) Trace the actual deposit per the bank statement to the general ledger.
No exceptions noted.

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

- 7. 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).
- 8. For each location selected under #7 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.
Exception noted.
 - b) At least two employees are involved in processing and approving payments to vendors.
No exceptions noted.
 - 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.
No exceptions noted.
 - 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.
No exceptions noted.
- 9. For each location selected under #7 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 that the disbursement matched the related original invoice/billing statement.
No exceptions noted.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #8, as applicable.

No exceptions noted.

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

- 10. 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:

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

The per diem rate used for one of the transactions selected exceeded GSA rates.

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

No exceptions noted.

- c) Observe that 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).

No exceptions noted.

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

No exceptions noted.

Contracts (This section is not applicable. The District Attorney did not have any contracts)

- 11. 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:

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

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

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

- 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 that the invoice and related payment agreed to the terms and conditions of the contract.

Payroll and Personnel

12. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
13. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #12 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

No exceptions noted.
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

No exceptions noted.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

No exceptions noted.
14. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

No termination payments were made during the year.
15. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

No exceptions noted.

Debt Service

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

No debt was issued during the fiscal period.
17. 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.

Not applicable.

Other

18. 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.

19. Observe that 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.

Required notices were posted on the entity's premises. Entity does not have a website.

Management's Response

#1 – Written Policies and Procedures:

Management is modifying written policies to include all the required categories.

#2 – Bank Reconciliations:

(a) In the future, all bank reconciliations will include preparer initials and date prepared; (b) and reviewer initials and date reviewed. (c) Also, checks outstanding more than 12 months will have documentation that they have been researched.

#4 – Collections:

(a) Due to the size of the office, separate cash drawers are unavoidable. (b) In the future, employees responsible for collecting cash/checks will not be responsible for preparing/making bank deposits.

#6 – Collections:

(d) Efforts will be made to ensure that all deposits in excess of \$100 will be made within one day of receipt.

#8 – Non-Payroll Disbursements:

(a) Due to the size of the office and number of personnel, a complete segregation of duties is not feasible.

#10 – Travel and Travel Related Expense Reimbursements:

(a) Per diem rates for travel will not exceed GSA rates.

We were not engaged to and did not conduct an examination or review, 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.

The purpose of this report is 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.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Ville Platte, Louisiana
May 9, 2019