

**DISTRICT ATTORNEY
OF THE SECOND JUDICIAL DISTRICT
PARISHES OF BIENVILLE, CLAIBORNE
AND JACKSON, LOUISIANA**

**ANNUAL FINANCIAL REPORT
DECEMBER 31, 2018**

District Attorney of the Second Judicial District
 Parishes of Bienville, Claiborne and Jackson, Louisiana
 Financial Report
 December 31, 2018

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District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Financial Report
December 31, 2018

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District Attorney of the Second Judicial District
100 Courthouse Drive, Room 103
Arcadia, LA 71001-3600

Management's Discussion and Analysis (MD&A)

This section of the District Attorney of the Second Judicial District's (hereafter referred to as the District Attorney) annual financial report presents an overview and analysis of the District Attorney's financial activities for the year ended December 31, 2018. The intent of the MD&A is to look at the District Attorney's financial performance as a whole. It should, therefore be read in conjunction with this report. Certain comparative information is presented to provide an overview of the District Attorney's operations.

Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District Attorney as a whole and present a longer-term view of the District Attorney's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending.

Government-Wide Financial Statements

- The Statement of Net Position presents all of the District Attorney's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference between the two reported as "net position". Over time, increases or decreases in the District Attorney's net position may serve as a useful indicator of whether the financial position of the District Attorney is improving or deteriorating.
- The Statement of Activities presents information showing how the District Attorney's net position changed during the current year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues and some expenses that are reported in this statement will not result in cash flows until future years.

Fund Financial Statements

The services provided by the District Attorney are financed through governmental funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District Attorney, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District Attorney conducts its day-to-day operations through a governmental fund, the General Fund. There are also two special revenue funds, the Title IV-D and Worthless Check Funds. The District Attorney also maintains two fiduciary funds, the Asset Forfeiture and Bond Forfeiture Funds. As the Fiduciary Funds are simply funds held for other parties and cannot be used for any of the District Attorney's activities, they are not included in the government-wide statements, but are separately reported in the statement of the Fiduciary Funds. These statements provide a short-term view of the District Attorney's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the District Attorney.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Position

	<u>2018</u>	<u>2017</u>
ASSETS:		
Current Assets	\$3,391,886	\$2,759,976
Capital Assets, Net of Accumulated Depreciation	<u>48,592</u>	<u>25,984</u>
Total Assets	<u>\$3,440,478</u>	<u>\$2,785,960</u>
DEFERRED OUTFLOWS OF RESOURCES:	<u>\$ 226,681</u>	<u>\$ 297,331</u>
LIABILITIES:		
Current- Payables	<u>\$ 100,247</u>	<u>\$ 13,487</u>
Noncurrent- Compensated Absences Net Pension Liability	<u>\$ 9,482</u> <u>73,894</u>	<u>\$ 8,999</u> <u>262,911</u>
Total Noncurrent Liabilities	<u>\$ 83,376</u>	<u>\$ 271,910</u>
Total Liabilities	<u>\$ 183,623</u>	<u>\$ 285,397</u>
DEFERRED INFLOWS OF RESOURCES:	<u>\$ 203,054</u>	<u>\$ 72,171</u>
NET POSITION:		
Net Investment in Capital Assets	\$ 48,592	\$ 25,984
Unrestricted Net Position	<u>3,231,890</u>	<u>2,699,739</u>
Total Net Position	<u>\$3,280,482</u>	<u>\$2,725,723</u>

Summary of Statement of Activities

	<u>2018</u>	<u>2017</u>
REVENUES:		
Operating Grants	\$1,617,904	\$2,147,533
Fees, Fines & Charges for Services	834,647	1,072,739
On Behalf Payments-Police Juries	25,518	23,950
On Behalf Payments-State	551,524	547,250
General Revenues-		
Interest & Miscellaneous	<u>67,758</u>	<u>48,502</u>
Total Revenues	<u>\$3,097,351</u>	<u>\$3,839,974</u>
EXPENSES:		
Governmental Activities-		
Judicial-		
Personnel Services	\$ 865,486	\$ 891,710
LACE	469,848	535,550
Operating Expenses	630,216	618,789
On Behalf Payments-Police Juries	25,518	23,950
On Behalf Payments-State	<u>551,524</u>	<u>547,250</u>
Total Expenses	<u>\$2,542,592</u>	<u>\$2,617,249</u>
Change in Net Position	<u>\$ 554,759</u>	<u>\$1,222,725</u>

- The District Attorney's assets exceeded its liabilities by \$3,280,482 (net position) for the year. For the prior year this was \$2,725,723.
- Unrestricted net position of \$3,231,890 represents the portion available to maintain the District Attorney's obligation to both citizens and creditors. For the prior year, this was \$2,699,739, an increase of \$532,151 for the year.

General Fund Budgetary Highlights

There were no amendments made to the budget for the General Fund or IV-D Fund during the year. Actual revenues for the IV-D Fund were not within the 5% variance allowed.

Economic Factors and Next Year's Budget

Revenues received by the District Attorney continue to be sufficient to maintain the normal day-to-day operational needs of the office. The District Attorney considers many factors when setting the budget for fiscal year 2019, including increasing personnel costs associated with insurance and retirement.

Contacting the District Attorney

This financial report is designed to provide our citizens and creditors with a general overview of the District Attorney's finances and to show the District Attorney's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the District Attorney of the Second Judicial District at 100 Courthouse Drive, Suite 2200, Arcadia, LA 71001-3600.

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Daniel Newell, District Attorney
Second Judicial District
100 Courthouse Drive, Suite 2200
Arcadia, LA 71001-3600

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, the fiduciary funds and the aggregate remaining fund information of the District Attorney of the Second Judicial District of Louisiana (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 an opinion 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 and the *Louisiana Governmental Audit Guide*. 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, the fiduciary funds and the aggregate remaining fund information 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.

Other Matters

Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedules, Schedule of Employer's Share of Net Pension Liability, and Schedule of Employer Contributions as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is presented for purposes of additional analysis and 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.

The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer listed as required supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements.

We have applied certain limited procedures to the Management's Discussion and Analysis 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 introductory section because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District Attorney's financial statements. The Budgetary Comparison Schedule, Schedule of Employer's Share of Net Pension Liability, Schedule of Employer Contributions, and Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Governmental Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 28, 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, 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 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.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated May 28, 2019 on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

Thomas, Cunningham, Broadway & Todtenbier, CPAs

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

May 28, 2019

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Statement of Net Position
December 31, 2018

ASSETS:

Current Assets-	
Cash & Cash Equivalents	\$3,177,422
Revenue Receivable	213,069
Other Assets	<u>1,395</u>
Total Current Assets	\$3,391,886
Non-current Assets-	
Capital Assets (Net)	<u>48,592</u>
Total Assets	\$3,440,478

DEFERRED OUTFLOWS OF RESOURCES: \$ 226,681

LIABILITIES:

Current Liabilities-	
Accounts Payable	\$ 72,943
Payroll Liabilities	<u>27,304</u>
Total Current Liabilities	\$ <u>100,247</u>
Noncurrent Liabilities-	
Compensated Absences	\$ 9,482
Net Pension Liability	<u>73,894</u>
Total Noncurrent Liabilities	\$ <u>83,376</u>
Total Liabilities	\$ <u>183,623</u>

DEFERRED INFLOWS OF RESOURCES \$ 203,054

NET POSITION:

Net Investment in Capital Assets	\$ 48,592
Unrestricted	<u>3,231,890</u>
Total Net Position	<u>\$3,280,482</u>

The accompanying notes are an integral part of this statement.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Statement of Activities
December 31, 2018

<u>Activities</u> <u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>			Net (Expenses) Revenues and Changes <u>in Net Position</u> <u>Governmental</u>
		<u>Fees, Fines and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental Activities:					
Judicial-					
Personnel Services	\$1,442,528	\$834,647	\$ 0	\$0	\$ (607,881)
LACE	469,848	0	887,344	0	417,496
Operating Expenses	555,138	0	730,560	0	175,422
Materials & Supplies	41,448	0	0	0	(41,448)
Travel & Other Charges	<u>33,630</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(33,630)</u>
Total Governmental Activities	<u>\$2,542,592</u>	<u>\$834,647</u>	<u>\$1,617,904</u>	<u>\$0</u>	<u>\$ (90,041)</u>
		General Revenues:			
					\$ 41,553
					25,518
					551,524
					<u>26,205</u>
					\$ <u>644,800</u>
					\$ 554,759
					<u>2,725,723</u>
					<u>\$3,280,482</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Balance Sheet-Governmental Funds
December 31, 2018

	<u>Major Funds</u>		<u>Non-Major Fund</u>	<u>Total</u>
	<u>General Fund</u>	<u>Title IV-D Fund</u>	<u>Worthless Check Fund</u>	
Assets:				
Cash & Cash Equivalents	\$3,068,033	\$ 5,083	\$104,306	\$3,177,422
Revenue Receivable	156,227	56,842	0	213,069
Other Assets	<u>995</u>	<u>400</u>	<u>0</u>	<u>1,395</u>
Total Assets	<u>\$3,225,255</u>	<u>\$62,325</u>	<u>\$104,306</u>	<u>\$3,391,886</u>
Liabilities:				
Accounts Payable	\$ 71,363	\$ 1,580	\$ 0	\$ 72,943
Payroll Liabilities	<u>18,881</u>	<u>8,423</u>	<u>0</u>	<u>27,304</u>
Total Liabilities	<u>\$ 90,244</u>	<u>\$10,003</u>	<u>\$ 0</u>	<u>\$ 100,247</u>
Fund Balance:				
Restricted for:				
Support Obligation	\$ 0	\$52,322	\$ 0	\$ 52,322
Special Purposes	0	0	104,306	104,306
Unassigned	<u>3,135,011</u>	<u>0</u>	<u>0</u>	<u>3,135,011</u>
Total Fund Balances	<u>\$3,135,011</u>	<u>\$52,322</u>	<u>\$104,306</u>	<u>\$3,291,639</u>
Total Liabilities and Fund Balance	<u>\$3,225,255</u>	<u>\$62,325</u>	<u>\$104,306</u>	<u>\$3,391,886</u>

The accompanying notes are an integral part of this statement.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
December 31, 2018

Total Fund Balance for the Governmental Funds at December 31, 2018	\$3,291,639
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 fund financial statement. Those assets consist of:	
Equipment and Vehicles, Net of Accumulated Depreciation	48,592
Deferred Outflows of Resources used in Governmental Activities are not financial resources and, therefore, are not represented in the Governmental Fund Balance Sheet-	226,681
Long-term Liabilities are not due and payable in the current period and, therefore, are not reported in the Governmental Fund Balance Sheet-	
Compensated Absences	(9,482)
Net Pension Liability	(73,894)
Deferred Inflows of Resources are not due and payable in the current period and, therefore, are not reported in the Governmental Fund Balance Sheet-	<u>(203,054)</u>
Total Net Position of Governmental Activities at December 31, 2018	<u>\$3,280,482</u>

The accompanying notes are an integral part of this statement.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Governmental Funds
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2018

	<u>Major Funds</u>		<u>Non-Major Fund</u>	<u>Total</u>
	<u>General Fund</u>	<u>Title IV-D Fund</u>	<u>Worthless Check Fund</u>	
REVENUES:				
Charges for Services	\$ 822,340	\$ 0	\$ 12,307	\$ 834,647
Intergovernmental-				
Federal Grants	0	392,560	0	392,560
State Grants	30,000	0	0	30,000
Other Grants	1,195,344	0	0	1,195,344
On Behalf Payments-Police Juries	25,518	0	0	25,518
On Behalf Payments-State	551,524	0	0	551,524
Miscellaneous-				
Interest & Miscellaneous	<u>25,676</u>	<u>232</u>	<u>297</u>	<u>26,205</u>
Total Revenues	<u>\$2,650,402</u>	<u>\$392,792</u>	<u>\$ 12,604</u>	<u>\$3,055,798</u>
EXPENDITURES:				
Current-				
General Government-				
Personnel Services & Related Benefits	\$1,131,487	\$256,489	\$ 0	\$1,387,976
LACE	469,848	0	0	469,848
Operating Expenses	420,252	122,362	539	543,153
Materials & Supplies	32,820	8,628	0	41,448
Travel & Other Charges	31,224	2,406	0	33,630
Capital Expenditures	<u>34,595</u>	<u>0</u>	<u>0</u>	<u>34,595</u>
Total Expenditures	<u>\$2,120,226</u>	<u>\$389,885</u>	<u>\$ 539</u>	<u>\$2,510,650</u>
Excess of Revenues over Expenditures	<u>\$ 530,176</u>	<u>\$ 2,907</u>	<u>\$ 12,065</u>	<u>\$ 545,148</u>
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	\$ 11,856	\$ 0	\$ 0	\$ 11,856
Operating Transfers Out	<u>0</u>	<u>(11,856)</u>	<u>0</u>	<u>(11,856)</u>
Total Other Financing Sources (Uses)	<u>\$ 11,856</u>	<u>\$ (11,856)</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess of Revenues and Other Sources over Expenditures and Other Uses	\$ 542,032	\$ (8,949)	\$ 12,065	\$ 545,148
Fund Balances-Beginning of Year	<u>2,592,979</u>	<u>61,271</u>	<u>92,241</u>	<u>2,746,491</u>
Fund Balances-End of Year	<u>\$3,135,011</u>	<u>\$ 52,322</u>	<u>\$104,306</u>	<u>\$3,291,639</u>

The accompanying notes are an integral part of this statement.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of the Governmental Funds
to the Statement of Activities
For the Year Ended December 31, 2018

Net Change in Fund Balances-Governmental Funds	\$545,148
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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. These amounts are:

Capital Assets	34,595
Depreciation Expense	(11,985)

Some Revenues reported in the Statement of Activities do not provide current financial resources and these are not reported in governmental funds. Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental fund. These timing differences are summarized below:

Non-employer Pension Revenue	41,553
Compensated Absences	(483)
Pension Expense	<u>(54,069)</u>

Total changes in Net Position at December 31, 2018, per Statement of Activities	<u>\$554,759</u>
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The accompanying notes are an integral part of this statement.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Statement of Fiduciary Assets and Liabilities
Fiduciary Funds
December 31, 2018

	Bond Forfeiture <u>Fund</u>	Asset Forfeiture <u>Fund</u>	<u>Total</u>
ASSETS:			
Cash	<u>\$1,016</u>	<u>\$332</u>	<u>\$1,348</u>
LIABILITIES:			
Due to Other Governments	<u>\$1,016</u>	<u>\$332</u>	<u>\$1,348</u>

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Notes to Financial Statements
December 31, 2018

Introduction:

The Second Judicial District is comprised of the parishes of Bienville, Claiborne and Jackson located in northeast Louisiana. As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney has charge of criminal prosecution by the State in his district, is the representative of the State before the grand jury in his district, and is 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.

1. Summary of Significant Accounting Policies:

A. Reporting Entity-

Governmental Accounting Standards Board Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. The basic criterion for including a potential component unit within the reporting entity is financial accountability. For financial reporting purposes, in conformance with GASB Statement No. 14, the District Attorney of the Second Judicial District includes all funds that are within the oversight responsibility of the District Attorney. Based on consideration of the foregoing criteria, the District Attorney is deemed to be a separate reporting entity. Certain units of local government over which the District Attorney exercises no oversight responsibility, such as the parish police juries, parish school boards, other independently-elected officials, and municipalities within the parishes, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the District Attorney.

B. Basis of Presentation-

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity except for the fiduciary funds. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities generally are financed through fees and charges, intergovernmental revenues, and other non-exchange revenues.

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. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, 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 are presented as general revenues.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Notes to Financial Statements
December 31, 2018

C. Fund Accounting-

The accounts of the District Attorney are organized 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 maintained is consistent with legal and managerial requirements.

The District Attorney maintains five funds. They are categorized as governmental funds and fiduciary funds. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or if its total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type. The District Attorney considers all governmental funds to be major funds except the Worthless Check Fund.

The funds of the District Attorney are described below:

Governmental Funds

Governmental funds account for the District Attorney's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. Governmental funds of the District Attorney include:

General Fund

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

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Title IV-D

The Title IV-D Fund accounts for receipt and expenditure of federal reimbursement grants passed through the Louisiana Department of Social Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the program is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

District Attorney of the Second Judicial District
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Worthless Check

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

Fiduciary Funds

Fiduciary Funds are used to account for assets held by the District Attorney in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Fiduciary Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Since by definition these assets are being held for the benefit of a third party and cannot be used to address activities of the District Attorney, these funds are not incorporated into the government-wide statements.

D. Measurement Focus/Basis of Accounting-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the District Attorney's office as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District Attorney considers all revenues "available" if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability

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is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. Cash and Interest-Bearing Deposits-

For purposes of the Statement of Net Position, cash and cash equivalents include all interest-bearing and demand accounts of the District Attorney.

F. 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 estimated fair market value at the date of donation. The District Attorney maintains a threshold level of \$1,000 or more for capitalizing assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

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 useful lives by type of asset is as follows:

Furniture, Fixtures & Equipment	5 years
Vehicles	5 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.

G. 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 the capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.

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- c. Unrestricted net position - all other net resources that do not meet the definition of “restricted” or “net investment in capital assets”.

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund statements, governmental fund equity is classified as fund balance. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The General Fund has an unassigned fund balance of \$3,135,011. If applicable, the District Attorney would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

H. Estimates-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenue, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

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I. Budget-

Prior to the beginning of each fiscal year, the District Attorney adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

J. Pensions-

For purposes of measuring the Net Pension Liability, Deferred Outflows or Resources and Deferred Inflows of Resources related to pensions, and pension expense, information about the fiduciary net positions of the District Attorney's Retirement System of Louisiana and the Parochial Employees' Retirement System of Louisiana and additions to/deductions from the Systems' fiduciary net positions have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

K. Deferred Outflows/Inflows of Resources-

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

2. Cash and Cash Equivalents:

The cash and cash equivalents of the District Attorney are subject to the following risk:

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District Attorney will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District Attorney that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the District Attorney's name.

At December 31, 2018, the District Attorney had cash and cash equivalents with a carrying balance totaling \$3,177,422 and bank balances totaling \$3,225,771. All of the Second Judicial District Attorney's deposits were properly secured at December 31, 2018. Of the \$3,225,771 in bank balances, \$2,105,079 was secured by federal deposit insurance and \$1,120,692 was secured by pledged securities.

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3. Compensated Absences:

Employees earn from two weeks to five weeks of vacation leave annually, depending upon length of service. Employees earn twelve days of sick leave annually. Only six days of unused sick leave is allowed to be carried over to the next year. At December 31, 2018, a total of \$9,482 in accrued leave remained unpaid.

4. Interfund Transactions:

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the governmental funds.

The following is a summary of interfund operating transfers:

	<u>Operating Transfers In</u>	<u>Operating Transfer Out</u>
General Fund	\$11,856	\$ 0
Special Revenue Funds- Title IV-D	<u>0</u>	<u>11,856</u>
Total	<u>\$11,856</u>	<u>\$11,856</u>

Transfers are primarily used to move operating monies to and from various funds.

5. Capital Assets:

Capital asset balances and activity for the year ended December 31, 2018, is as follows:

<u>Governmental Activities</u>	<u>Balance 1-1-18</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12-31-18</u>
Capital Assets; depreciated:				
Office Furniture, Equipment	\$294,674	\$ 0	\$0	\$294,674
Vehicles	<u>51,161</u>	<u>34,595</u>	<u>0</u>	<u>85,756</u>
Total Assets	<u>\$345,835</u>	<u>\$34,595</u>	<u>\$0</u>	<u>\$380,430</u>
Accumulated Depreciation:				
Office Furniture, Equipment	\$281,954	\$ 5,514	\$0	\$287,468
Vehicles	<u>37,899</u>	<u>6,471</u>	<u>0</u>	<u>44,370</u>
Total Depreciation	<u>\$319,853</u>	<u>\$11,985</u>	<u>\$0</u>	<u>\$331,838</u>
Net Capital Assets	<u>\$ 25,982</u>	<u>\$22,610</u>	<u>\$0</u>	<u>\$ 48,592</u>

Depreciation expense of \$11,985 was charged to the general government function.

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6. Employee Retirement Systems

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

A. General Information about the Plans

Parochial Employees' Retirement System of Louisiana (PERS)

Plan Description

The District Attorney contributes to PERS which is a cost-sharing multiple employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the state of Louisiana or any governing body or a parish which employs and pays persons serving the parish.

Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised PERS to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. PERS is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2025, specifically, and other general laws of the State of Louisiana. PERS issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at www.persla.org.

All permanent District Attorney employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS.

Benefits Provided

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement

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. At any age after 30 years of creditable service
2. At age 55 after 25 years of creditable service
3. At age 60 after 10 years of creditable service
4. At age 65 after 7 years of creditable service

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For employees hired after January 1, 2007:

1. At age 55 after 30 years of creditable service
2. At age 62 after 10 years of creditable service
3. At age 67 after 7 years of creditable service

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to 3% 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.

Survivor's Benefits

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

Deferred Retirement Option Plan

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for PERS. DROP is an option for that member who is eligible for normal retirement.

In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in DROP in which they enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his/her option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account.

Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

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For individuals who become eligible to participate in DROP on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in DROP will be placed in liquid asset money market investments at the discretion of the Board of Trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of PERS, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of DROP must agree that the benefits payable to the participant are not the obligations of the state or PERS, and that any returns and other rights of DROP are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

Disability Benefits

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and have at least five years of creditable service or if hired after January 1, 2007, have seven years of creditable service, and are not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to 3% of the member's final average compensation multiplied by his years of service, not to be less than 15, or 3% multiplied by years of service assuming continued service to age 60.

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 65 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. (LA R.S. 11:1937). 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.

Contributions

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2017, the actuarially determined contribution rate was 9.35% of member's compensation for Plan A. However, the actual rate for the fiscal year ending December 31, 2017 was 12.50% for Plan A.

According to state statute, PERS also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. PERS also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B 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, but are not considered special funding situations. The non-employer contribution was \$5,789.

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The District Attorney's contractually required composite contribution rate for the year ended December 31, 2018 was 11.50% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability.

Contributions to the pension plan from the District Attorney were \$53,450 for the year ended December 31, 2018.

District Attorneys' Retirement System, State of Louisiana (DARS)

Plan Description

The District Attorney contributes to the District Attorneys' Retirement System, State of Louisiana, which is a cost-sharing multiple employer defined benefit pension plan. DARS was established on the first day of August, 1956 and was placed under the management of the Board of Trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys and their assistants in each parish.

All persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by this retirement system and the Louisiana District Attorneys' Association, except for elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits, shall become members as a condition of their employment; provided, however, that in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the Louisiana District Attorneys' Retirement System's Board of Trustees. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through DARS in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Benefit Provided

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement

Members who joined DARS 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 are eligible for early retirement at age 60 if they have at least 10 years of creditable service or at age 55 with at least

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18 years of creditable service. Members who retire prior to age 60 with less than 23 years of service credit, receive a retirement benefit reduced 3% for each year of age below 60. Members who retire prior to age 62 who have less than 18 years of service receive a retirement benefit reduced 3% for each year of age below 62. Retirement benefits may not exceed 100% of final average compensation.

Members who joined DARS 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. A member is eligible for an early retirement benefit if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced 3% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100% of average final compensation.

Disability Benefits

Disability benefits are awarded to active contributing members with at least 10 years of service who are found to be totally disabled as a result of injuries incurred while in active service. The member receives a benefit equal to 3% (3.5% for members covered under the new retirement benefit provisions) of his average final compensation multiplied by the lesser of his actual service (not to be less than 15 years) or projected continued service to age 60.

Survivor's Benefits

Upon the death of a member with less than 5 years of creditable service, his accumulated contributions and interest thereon are paid to his surviving spouse, if he is married, or to his designated beneficiary, if he is not married. Upon the death of any active, contributing member with 5 or more years of service or any member with 23 years of service who has not retired, automatic Option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with the option factors used as if the member had continued in service to earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children are paid 80% of the member's accrued retirement benefit divided into equal shares. If a member has no surviving spouse or children, his accumulated contributions and interest are paid to his designated beneficiary. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions with interest.

Upon withdrawal from service, members not entitled to a retirement allowance are paid a refund of accumulated contributions upon request. Receipt of such a refund cancels all accrued rights in DARS.

Cost-of-Living Increases

The Board of Trustees is authorized to grant retired members and surviving beneficiaries of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed \$60 per month) and all retired members and widows who are 65 years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the Board may

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grant an increase to retirees in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1.00. In order for the Board to grant any of these increases, DARS must meet certain criteria detailed in the statute related to funding status and interest earnings.

Deferred Retirement Option Plan

In lieu of receiving an actual service retirement allowance, any member who has more years of service than are required for a normal retirement may elect to receive a Back-Deferred Retirement Option Program (Back-DROP) benefit.

The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of 36 months or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement, the member's maximum monthly retirement benefit is based upon his service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to a reduced monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In lieu of receiving the lump-sum payment, the member may leave the funds on deposit with the system in an interest bearing account.

Prior to January 1, 2009, eligible members could elect to participate in the Deferred Retirement Option Program (DROP) for up to 36 months in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to ½ of 1%. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in the DROP. Upon termination of participation, the participant in the plan received, at his option, a lump sum from the account equal to the payments into the account or systematic disbursements from his account in any manner approved by the Board of Trustees. The monthly benefits that were being paid into the DROP would then be paid to the retiree. All amounts which remain credited to the individual's sub-account after termination of participation in the plan were invested in liquid money market funds. Interest was credited thereon as actually earned.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 0%.

In accordance with state statute, DARS 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. Non-employer contributions were recognized as revenue during the year ended June 30, 2018 and excluded from pension expense. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. The non-employer contribution was \$35,764.

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The District Attorney's contractually required composite contribution rate for the year ended December 31, 2018 was 1.25% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the District Attorney were \$1,621 for the year ended December 31, 2018.

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

At December 31, 2018 and 2017, the District Attorney reported a total of \$73,594 for its proportionate shares of the Net Pension Liabilities of the Plans.

Plan	Measurement Date	
	December 31, 2017	December 31, 2016
PERS	\$ (57,794)	\$165,531
	June 30, 2018	June 30, 2017
DARS	131,688	99,755
Total	\$ 73,894	\$265,286

The Net Pension Liabilities were measured as of December 31, 2017 for PERS and June 30, 2018 for DARS, and the total pension liability used to calculate the Net Pension Liabilities were determined by an actuarial valuation as of those dates. The District Attorney's proportion of the Net Pension Liabilities was based on a projection of the District Attorney's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. At the measurement dates, the District Attorney's proportions of each were as follows:

Plan	Proportionate Share	
	December 31, 2017	December 31, 2016
PERS	.07786%	.08037%
	June 30, 2018	June 30, 2017
DARS	.40923%	.36984%
Total	.48709%	.45021%

For the year ended December 31, 2018 and 2017, the District Attorney recognized pension expense including employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions as follows:

Plan	Measurement Date	
	December 31, 2017	December 31, 2016
PERS	\$38,473	\$18,749
	June 30, 2018	June 30, 2017
DARS	43,600	35,281
Total	\$82,073	\$54,030

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

	PERS		DARS		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 37,412	\$ 707	\$ 19,130	\$ 707	\$ 56,542
Changes in Assumptions	72,945	-	79,877	8,684	152,822	8,684
Net Difference between projected and actual earnings on pension plan	-	133,522	11,026	-	11,026	133,522
Changes in employer's proportion of beg NPL	-	1,237	7,035	2,739	7,035	3,976
Differences between employer and proportionate share of contributions	-	307	19	22	19	329
Subsequent Measurement Contributions	53,450	-	1,621	-	55,071	-
Total	\$ 126,395	\$ 172,478	\$ 100,285	\$ 30,575	\$ 226,680	\$ 203,053

The deferred outflows of resources related to pensions resulting from District Attorney contributions subsequent to the measurement date in the amount of \$55,071, will be recognized as a reduction of the Net Pension Liabilities in the year December 31, 2018. Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31:	
2019	\$ 34,245
2020	5,512
2021	(40,119)
2022	(45,758)
2023	14,672
2024	0
2025	0
Total	\$(31,448)

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Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liabilities for the valuation dates of December 31, 2017 for PERS and June 30, 2018 for DARS are as follows:

<u>Assumptions</u>	<u>PERS</u>	<u>DARS</u>
Actuarial cost method	Entry age normal cost	Entry age normal cost
Expected remaining service lives	4 years	6 years
Investment rate of return	6.750%	6.500%
Inflation rate	2.500%	2.400%
Salary increases	5.250%	5.500%

Mortality rates for PERS were based on RP-2000 Employee Sex Distinct Mortality Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants. The mortality rate assumptions were based on the results of an experience study, for the period January 1, 2010 through December 31, 2014.

Mortality rates for DARS were based on RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Mortality Tables (setback 1 year for females) for employees, annuitants and beneficiaries. RP-2000 Disabled Lives Table (setback 5 years for males and set back 3 years for females) for disabled annuitants. The mortality rate assumptions were based upon an experience study performed by the prior actuary on plan data for the period of July 1, 2009 through June 30, 2014.

The long-term expected rate of return on PERS pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

The long-term expected rate of return on DARS 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 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 and an adjustment for the effect of rebalancing/diversification.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Notes to Financial Statements
December 31, 2018

Best estimates of arithmetic real rates of return for each major asset class included in pensions target asset allocation as of December 31, 2017 for PERS and June 30, 2018 for DARS are summarized in the following table:

<u>Asset Class</u>	PERS		DARS	
	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Equity	52%	3.57%	61.72%	10.82%
Fixed Income	35%	1.24%	28.95%	6.36%
Alternative	11%	0.69%	8.85%	10.50%
Other	2%	0.12%	0.48%	0.50%
Totals	100%	5.62%	100%	6.95%
Inflation		2.00%		2.50%
Expected Nominal Return		7.62%		9.45%

The discount rate used to measure the total pension liability was 6.75% for PERS and 6.50% for DARS. 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-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, PERS and DARS 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.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District Attorney's proportionate share of the Net Pension Liabilities using the discount rates as shown above, as well as what the District Attorney's proportionate share of the Net Pension Liabilities would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
PERS	\$284,947	\$(57,794)	\$(362,983)
DARS	\$354,560	\$ 99,755	\$ (57,918)

Pension Plan Fiduciary Net Position

Detailed information about the pension plans' fiduciary net positions are available in the separately issued financial statements of the Plans.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Notes to Financial Statements
December 31, 2018

7. Changes in Fiduciary Fund – Agency Funds:

The following is a summary of changes in agency fund unsettled balances for the year ended December 31, 2018:

<u>Fund</u>	<u>Balance 01-01-18</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12-31-18</u>
Asset Forfeiture	\$ 332	\$ 1,155	\$ 1,155	\$ 332
Bond Forfeiture	<u>2,008</u>	<u>13,008</u>	<u>14,000</u>	<u>1,016</u>
Total	<u>\$2,340</u>	<u>\$14,163</u>	<u>\$15,155</u>	<u>\$1,348</u>

8. Expenditures of the District Attorney Not Included in the Accompanying Financial Statements:

Certain expenses of the District Attorney's office are paid by the Bienville, Claiborne or Jackson Parish Police Juries. The Parish Police Juries pay some utility bills, some insurance, and furnishes some of the equipment in the District Attorney's office. The accompanying financial statements do not include certain expenditures of the District Attorney paid by the Parish Police Juries.

9. On-Behalf Payments:

The accompanying financial statements include on-behalf payments made by the Bienville, Claiborne and Jackson Parish Police Juries and the State of Louisiana for salaries and related fringe benefits of the District Attorney's employees as required by accounting principles generally accepted in the United States of America.

10. Federal Financial Assistance Programs:

The District Attorney participates in the United States Department of Health and Human Services Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance No. 93.563. This program is funded by indirect assistance payments, in the form of reimbursements of certain expenditures, received from the Louisiana Department of Social Services. For the year ended December 31, 2018, the District Attorney of the Second Judicial District expended \$389,885 in reimbursement payments.

The reimbursement payments are restricted by a formal agreement between the District Attorney and Department of Social Services and include a budget of expected expenditures for each fiscal year ending June 30. The District Attorney submits reimbursement requests to the Department of Social Services on a monthly basis.

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

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Notes to Financial Statements
December 31, 2018

11. Litigation:

The District Attorney of the Second Judicial District is a defendant in various lawsuits filed by inmates. Although the outcome of these lawsuits is not presently determinable, in the opinion of the District Attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the Second Judicial District Attorney.

12. Post-Employment Benefits

The District Attorney does not provide any post-employment benefits; therefore no disclosure for GASB 45 is required.

13. Subsequent Events:

Management has evaluated events through May 28, 2019, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED
SUPPLEMENTARY INFORMATION

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
General Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2018

	Budget <u>Original</u>	Actual	Variance Favorable (Unfavorable)
REVENUES:			
Charges for Services	\$ 582,500	\$ 822,340	\$ 239,840
Intergovernmental-			
State Grants	30,000	30,000	0
Other Grants	1,550,000	1,195,344	(354,656)
On Behalf Payments-Police Juries	25,000	25,518	518
On Behalf Payments-State	550,000	551,524	1,524
Miscellaneous-			
Interest & Miscellaneous	<u>8,000</u>	<u>25,676</u>	<u>17,676</u>
Total Revenues	<u>\$2,745,500</u>	<u>\$2,650,402</u>	<u>\$ (95,098)</u>
EXPENDITURES:			
Current-			
General Government-			
Personnel Services & Benefits	\$1,110,500	\$1,131,487	\$ (20,987)
LACE	525,000	469,848	55,152
Operating Expenses	412,000	420,252	(8,252)
Materials & Supplies	43,000	32,820	10,180
Travel & Other Charges	36,000	31,224	4,776
Capital Expenditures	<u>70,000</u>	<u>34,595</u>	<u>35,405</u>
Total Expenditures	<u>\$2,196,500</u>	<u>\$2,120,226</u>	<u>\$ 76,274</u>
Excess of Revenues over Expenditures	<u>\$ 549,000</u>	<u>\$ 530,176</u>	<u>\$ 18,824</u>
OTHER FINANCING SOURCES (USES):			
Operating Transfers In- Worthless Checks	\$ 10,000	\$ 0	\$ (10,000)
Operating Transfers In- IV-D	<u>0</u>	<u>11,856</u>	<u>11,856</u>
Total Other Financing Sources And Uses	<u>\$ 10,000</u>	<u>\$ 11,856</u>	<u>\$ 1,856</u>
Excess of Revenues and Other Sources over Expenditures And Other Uses	\$ 559,000	\$ 542,032	\$ 16,968
Fund Balance-Beginning of Year	<u>2,592,979</u>	<u>2,592,979</u>	<u>0</u>
Fund Balance-End of Year	<u>\$3,151,979</u>	<u>\$3,135,011</u>	<u>\$ 16,968</u>

See independent auditor's report.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Title IV-D Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2018

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
	<u>Original/Final</u>	<u>Actual</u>	<u>(Unfavorable)</u>
REVENUES:			
Intergovernmental-			
Federal Grants	\$425,000	\$392,560	\$(32,440)
Miscellaneous-			
Interest & Miscellaneous	<u>1,560</u>	<u>232</u>	<u>(1,328)</u>
Total Revenues	<u>\$426,560</u>	<u>\$392,792</u>	<u>\$(33,768)</u>
EXPENDITURES:			
Current-			
General Government-			
Personnel Services & Benefits	\$279,000	\$256,489	\$ 22,511
Operating Expenses	144,100	122,362	21,738
Materials & Supplies	9,100	8,628	472
Travel & Other Charges	1,500	2,406	(906)
Capital Expenditures	<u>1,500</u>	<u>0</u>	<u>1,500</u>
Total Expenditures	<u>\$435,200</u>	<u>\$389,885</u>	<u>\$ 45,315</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (8,640)	\$ 2,907	\$ 11,547
OTHER FINANCING USES:			
Operating Transfers Out	<u>0</u>	<u>(11,856)</u>	<u>(11,856)</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	\$ (8,640)	\$ (8,949)	\$ (309)
Fund Balance-Beginning of Year	<u>61,271</u>	<u>61,271</u>	<u>0</u>
Fund Balance-End of Year	<u>\$ 52,631</u>	<u>\$ 52,322</u>	<u>\$ (309)</u>

See independent auditor's report.

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

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
District Attorney's Retirement System (DARS)					
2015	0.36337%	\$ 19,573	\$224,635	9%	98.56%
2016	0.38862%	\$ 74,385	\$237,775	31%	95.09%
2017	0.36984%	\$ 99,755	\$248,789	40%	93.57%
2018	0.40923%	\$131,688	\$259,439	51%	92.92%
Parochial Employees' Retirement System (PERS)					
2015	0.07169%	\$ 19,601	\$411,563	4.76%	99.15%
2016	0.08109%	\$213,457	\$476,661	44.78%	92.23%
2017	0.08037%	\$165,531	\$479,261	34.54%	94.15%
2018	0.07786%	\$ (57,794)	\$464,779	-12.43%	101.98%

See independent auditor's report.

District Attorney of the Eleventh Judicial District
Schedule of Employer's Contributions
For the Year Ended December 31, 2018

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
District Attorney's Retirement System (DARS)					
2015	\$11,580	\$11,580	\$0	\$224,635	5.15%
2016	\$ 4,086	\$ 4,086	\$0	\$237,775	1.72%
2017	\$ 0	\$ 0	\$0	\$248,789	0.00%
2018	\$ 1,621	\$ 1,621	\$0	\$259,439	0.62%
Parochial Employees' Retirement System (PERS)					
2015	\$67,418	\$67,418	\$0	\$411,563	16.38%
2016	\$61,966	\$61,966	\$0	\$476,661	13.00%
2017	\$59,908	\$59,908	\$0	\$479,261	12.50%
2018	\$53,450	\$53,450	\$0	\$464,779	11.50%

See independent auditor's report.

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended December 31, 2018

Agency Head Name: Daniel Newell

<u>Purpose</u>	<u>Amount</u>
<u>Paid by the DA's Office:</u>	
Salary	\$105,387
Benefits-Insurance	18,960
Benefits-Retirement	115
Benefits-Payroll Taxes	1,528
Phone Allowance	600
Conferences & Travel	11,706
<u>Paid by the Bienville Parish Police Jury</u>	
Salary	6,408
Benefits-Retirement	40
Benefits-Payroll Taxes	90
<u>Paid by the Claiborne Parish Police Jury</u>	
Salary	4,800
Benefits-Retirement	30
Benefits-Payroll Taxes	70
<u>Paid by the Jackson Parish Police Jury</u>	
Salary	3,600
Benefits-Retirement	26
Benefits-Payroll Taxes	52
<u>Paid by the State Treasurer:</u>	
State of LA - RS 16:10	
Salary	50,000
Benefits-Retirement	313
Benefits-Payroll Taxes	725

See independent auditor's report.

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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*

To the Honorable Daniel Newell, District Attorney
Second Judicial District
100 Courthouse Drive, Suite 2200
Arcadia, LA 71001-3600

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, major funds and fiduciary funds, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District Attorney of the Second Judicial District of Louisiana (District Attorney) basic financial statements and have issued our report thereon dated May 28, 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's internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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 statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of audit findings as item 2018-001.

District Attorney of the Second Judicial District Response to Findings

The District Attorney's response to the finding identified in our audit is described in the accompanying schedule of audit findings. 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, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 25:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Thomas, Cunningham, Broadway & Todtenbier, CPAs

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

May 28, 2019

District Attorney of the Second Judicial District
Parishes of Bienville, Claiborne and Jackson, Louisiana
Schedule of Audit Findings
Year Ended December 31, 2018

I. Summary of Audit Results

1. The auditor's report expresses an unmodified opinion on the financial statements of the District Attorney of the Second Judicial District.
2. There were no material weaknesses noted during the audit of the financial statements.
3. The audit disclosed one instance of noncompliance that is required to be reported under Government Auditing Standards.

II. Findings in Accordance with Governmental Auditing Standards

Noncompliance-

2018-001 Local Government Budget Act

Criteria - Revised Statutes 39:1301-1315, direct local governments as to the manner in which the annual budget shall be adopted, implemented, and amended. This included the requirements to revise the budget when total revenues and other uses are failing to meet the total budgeted revenues and other uses by five percent or more.

Condition - For the year ended December 31, 2018, the District Attorney did not follow the requirements of the Local Government Budget Act in that proper amendments were not made to ensure the five percent variance for revenues were met for the IV-D Fund.

Effect - The District Attorney is not in compliance with the Local Government Budget Act.

Cause - The District Attorney anticipated more federal fund reimbursements within the IV-D Fund.

Recommendation - The District Attorney should comply with all provisions of the Local Budget Act by monitoring revenues throughout the year that may have an effect on the budget.

Management's Response - The District Attorney fully intends to comply with the provisions of the Local Government Budget Act.

III. Prior Year Findings

None identified.

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**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING
STATEWIDE AGREED-UPON PROCEDURES**

Honorable Daniel Newell, District Attorney
Second Judicial District

We have performed the procedures enumerated below, which were specified and agreed to by the Honorable Daniel Newell, District Attorney of the Second 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 year ended December 31, 2018. The District Attorney 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 Accounts and the applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of District Attorney of the Second Judicial District. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and associated findings are enumerated below.

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

- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- **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)
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- **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. Note: Ethics requirements are not applicable to nonprofits.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

RESULTS: Written policies and procedures were obtained and observed and the Purchasing policy does not contain controls to ensure compliance with public bid law or the required documentation for bids and price quotes. The Ethics policy does not address the systems to monitor possible ethic violations.

Board (or Finance Committee, if applicable)

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
 - For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

RESULTS: The District Attorney is an elected official with no governing board; therefore, there are no minutes to review.

Bank Reconciliations

3. 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 each account, and observe that:
 - 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 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

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.

RESULTS: Bank reconciliations do not include evidence that they were prepared within 2 months of related closing date, or obtain evidence that a member of management reviewed them. Both the general operating account and the IV-D Fund account have outstanding items in excess of 12 months.

Collections

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedure, 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:
 - Employees that are responsible for cash collections do not share cash drawers/registers.
 - 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.
 - 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.
 - 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.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:
 - Observe that receipts are sequentially pre-numbered.
 - Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - Trace the deposit slip total to the actual deposit per the bank statement.
 - 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).
 - Trace the actual deposit per the bank statement to the general ledger.

RESULTS: No exceptions were noted in this category in the prior year; therefore, no procedures were required in the current year.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - At least two employees are involved in processing and approving payments to vendors.
 - 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.
 - 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.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- Observe that the disbursement matched the related original invoice/billing statement.
- Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

RESULTS: No exceptions were noted as a result of these procedures.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, select one monthly bank statement), obtain supporting documentation, and:
 - Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.
 - Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

RESULTS: We have performed the above procedures for the District Attorney's credit cards and have noted that fuel receipts do not list the business or public purpose for the expense.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - 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).
 - If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

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

RESULTS: No exceptions were noted in this category in the prior year; therefore, no procedures were required during the current year.

Contracts

15. Obtain from management a listing of all agreement/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. 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:

- Observe that the contract was bid in accordance with Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
- 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.

RESULTS: No exceptions were noted in this category in the prior year; therefore, no procedures were required during the current year.

Payroll and Personnel

16. 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.

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

- 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.)

- Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
18. 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/official's cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. 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.

RESULTS: No exceptions were noted in this category in the prior year; therefore, no procedures were required during the current year.

Ethics (excluding nonprofits)

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
- Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

RESULTS: No exceptions were noted in this category in the prior year; therefore, no procedures were required during the current year.

Debt Service (excluding nonprofits)

21. 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.

Not applicable – No debt was issued during the fiscal period.

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

Not Applicable.

Other

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

Per discussion with the management, there were no funds or assets misappropriated during the period.

24. 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.

We viewed the notice required by R.S. 24:523.1 posted on the District Attorney's premises.

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 the Statewide Agreed-Upon Procedures. 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.

This report is intended solely for the information and use of the District Attorney of the Second Judicial District and the Louisiana Legislative Auditor, and is not intended to be, and should not be, used by anyone other than the specified parties.

Respectfully,

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

May 28, 2019

District Attorney of the Second Judicial District
Management's Response to Exceptions to
Statewide Agreed-Upon Procedures
For the Year Ended December 31, 2018

MANAGEMENT'S RESPONSE TO EXCEPTIONS:

- Item 1: The District Attorney will include the exceptions listed in the associated policies.
- Item 3: We use an outside accounting firm to prepare our monthly bank reconciliations. During monthly financial review, we examine bank balances and address any issues with the accounting office. We will institute sign off procedures for this task and we will also research the old reconciling items and determine if there is a need for them to be reissued or voided.
- Item 13: We will begin listing the business purposes on the itemized receipts for all travel related disbursements.