

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED DECEMBER 31, 2018

TABLE OF CONTENTS

| | <u>PAGE</u> |
|---|-------------|
| Independent Auditor's Report | 1-2 |
| <u>BASIC FINANCIAL STATEMENTS</u> | |
| Government-wide Financial Statements (GWFS) | |
| Statement of Net Position | 5 |
| Statement of Activities | 6 |
| Fund Financial Statements | |
| Balance Sheet | 8 |
| Reconciliation of the Governmental Funds' Balance Sheet to the Statement of Net Position | 9 |
| Statement of Revenues, Expenditures, and Changes in Fund Balances | 10-11 |
| Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities | 12 |
| Statement of Fiduciary Net Position | 13 |
| Notes to Financial Statements | 14-32 |
| <u>REQUIRED SUPPLEMENTARY INFORMATION</u> | |
| <u>Budgetary Comparison Schedules</u> | |
| General Fund | 34 |
| IV-D Fund | 35 |
| <u>Pension Plan Schedules</u> | |
| Schedule of Employer's Share of Net Pension Liability | 36 |
| Schedule of Employer Contributions | 37 |
| Notes to Required Supplementary Information | 38 |
| <u>OTHER SUPPLEMENTARY INFORMATION</u> | |
| <u>Major Governmental Funds</u> | |
| General Fund - | |
| Balance Sheet | 41 |
| Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual | 42-43 |
| Special Revenue Fund - | |
| IV-D Fund - | |
| Balance Sheet | 45 |
| Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual | 46 |

RELATED REPORTS

| | |
|---|-------|
| 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 <i>Government Auditing Standards</i> | 48-49 |
| Schedule of Findings and Responses | 50 |
| Schedule of Prior Year Findings and Responses | 51 |
| Schedule of Compensation, Benefits and Other Payments to Agency Head | 52 |

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INDEPENDENT AUDITOR'S REPORT

Honorable Earl Taylor
St. Landry Parish District Attorney
St. Landry Parish
Opelousas, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Landry Parish District Attorney as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the St. Landry Parish District Attorney's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Landry Parish District Attorney, as of December 31, 2018, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedule of employer's share of net pension liability, and schedule of employer pension contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The St. Landry Parish District Attorney has not presented a management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Landry Parish District Attorney's basic financial statements. The combining financial statements, and schedules, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head, as listed in the table of contents, as required by the State of Louisiana, is presented for purposes of additional analysis and is not a required part of the financial statements.

The other supplementary information and schedule of compensation, benefits, and other payments to agency head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and the schedule of compensation, benefits, and other payments to agency head are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2019, on our consideration of the St. Landry Parish District Attorney's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 St. Landry Parish District Attorney's internal control over financial reporting and compliance.



Vige, Tujague & Noel, CPA's
Eunice, Louisiana
June 24, 2019

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF NET POSITION
DECEMBER 31, 2018

| <u>ASSETS</u> | <u>GOVERNMENTAL ACTIVITIES</u> |
|---------------------------------------|------------------------------------|
| Cash and cash equivalents | \$ 310,504 |
| Due from other governmental units | 215,570 |
| Internal balances | 238 |
| Prepaid items | 846 |
| Security deposits | 502 |
| Capital assets, net | <u>1,478,573</u> |
| <u>Total assets</u> | <u>2,006,233</u> |
| <u>DEFERRED OUTFLOWS OF RESOURCES</u> | |
| Pension related | <u>187,671</u> |
| <u>LIABILITIES</u> | |
| Bank overdraft | 569 |
| Accounts payable and accrued expenses | 95,566 |
| LACE payroll payable | 41,502 |
| LACE fuel payable | 6,199 |
| LACE Medicare payable | 530 |
| Capital lease payable | |
| Due within one year | 9,538 |
| Due in more than one year | 1,589 |
| Net pension liability | <u>235,116</u> |
| <u>Total liabilities</u> | <u>390,609</u> |
| <u>DEFERRED INFLOWS OF RESOURCES</u> | |
| Pension related | <u>55,290</u> |
| <u>NET POSITION</u> | |
| Net investment in capital assets | 1,467,446 |
| Restricted for grants | 73,182 |
| Unrestricted | <u>207,377</u> |
| <u>Total net position</u> | <u>1,748,005</u> |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

| Activities | Expenses | Program Revenues | | Net (Expenses) Revenues and Change in Net Position |
|--------------------------------------|------------------|-------------------------|---------------------------------------|---|
| | | Charges for Services | Operating Grants and Contributions | Governmental Activities |
| <u>Governmental Activities</u> | | | | |
| Judicial system | \$ 4,190,141 | \$ 1,317,361 | \$ 2,593,862 | \$ (278,918) |
| <u>Total governmental activities</u> | <u>4,190,141</u> | <u>1,317,361</u> | <u>2,593,862</u> | <u>(278,918)</u> |
| General Revenues | | | | |
| Interest and investment earnings | | | | 769 |
| Non-employer contributions | | | | 63,854 |
| Miscellaneous | | | | 93,940 |
| <u>Total general revenues</u> | | | | <u>158,563</u> |
| | | | | Change in net position (120,355) |
| | | | | Net position – January 1, 2018 <u>1,868,360</u> |
| | | | | Net position – December 31, 2018 <u><u>1,748,005</u></u> |

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

FUND FINANCIAL STATEMENTS

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2018

| | <u>GENERAL</u> | <u>SPECIAL REVENUE FUND IV-D</u> | <u>TOTAL GOVERNMENTAL FUNDS</u> |
|--|----------------|--|---|
| <u>ASSETS</u> | | | |
| Cash | \$ 310,355 | \$ 149 | \$ 310,504 |
| Due from other governmental units | 117,300 | 77,300 | 194,600 |
| Due from other funds | 404 | - | 404 |
| Prepaid rent | - | 846 | 846 |
| Security deposits | 502 | - | 502 |
| | <u>428,561</u> | <u>78,295</u> | <u>506,856</u> |
| <u>Total assets</u> | | | |
| <u>LIABILITIES</u> | | | |
| Bank overdraft | \$ - | \$ 569 | \$ 569 |
| Accounts payable and accrued expenses | 90,484 | 4,378 | 94,862 |
| Due to other funds | - | 166 | 166 |
| LACE payroll payable | 41,502 | - | 41,502 |
| LACE fuel payable | 6,199 | - | 6,199 |
| LACE Medicare payable | 530 | - | 530 |
| | <u>138,715</u> | <u>5,113</u> | <u>143,828</u> |
| <u>Total liabilities</u> | | | |
| <u>FUND BALANCES</u> | | | |
| Restricted for grants | - | 73,182 | 73,182 |
| Unassigned fund balance | 289,846 | - | 289,846 |
| | <u>289,846</u> | <u>73,182</u> | <u>363,028</u> |
| <u>Total fund balances</u> | | | |
| <u>Total liabilities and fund balances</u> | <u>428,561</u> | <u>78,295</u> | <u>506,856</u> |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS' BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2018

| | | |
|---|--------------------|-------------------------|
| Total fund balances for governmental funds at December 31, 2018 | | \$ 363,028 |
| Cost of capital assets at December 31, 2018 | \$ 2,876,694 | |
| Less: Accumulated depreciation as of December 31, 2018 | <u>(1,398,121)</u> | 1,478,573 |
| Long-term asset (revenue not collected within 60 days of year-end) is not available to pay for current period expenditures and, therefore, is unavailable in the governmental funds | | 20,970 |
| Long-term liabilities (capital lease payable and deferred compensation) are not due and payable in the current period and therefore they are not reported in the Governmental Funds Balance Sheet | | (11,831) |
| Amounts related to pension recognition are not due and payable in the current period and, therefore, are not reported in the funds | | <u>(102,735)</u> |
| Net position at December 31, 2018 | | <u><u>1,748,005</u></u> |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018

| | <u>GENERAL</u> | <u>SPECIAL REVENUE FUND IV-D</u> | <u>TOTAL GOVERNMENTAL FUNDS</u> |
|---|------------------|--|---|
| <u>REVENUES</u> | | | |
| Commissions on fines and bond forfeitures | \$ 1,315,275 | \$ - | \$ 1,315,275 |
| Intergovernmental | | | |
| Parish Government reimbursements | 358,852 | - | 358,852 |
| Criminal Court Fund | 56,874 | - | 56,874 |
| On-behalf payments | | | |
| Parish Government | 729,796 | - | 729,796 |
| State | 554,783 | - | 554,783 |
| Share of Racino income | 90,645 | - | 90,645 |
| Sheriff's and City Court's reimbursements | 85,293 | - | 85,293 |
| Federal grants | 152,481 | 520,288 | 672,769 |
| State grants | 30,000 | - | 30,000 |
| Miscellaneous | | | |
| Drug seizure income | 69,452 | - | 69,452 |
| Interest earned | 728 | 41 | 769 |
| Donations | - | - | - |
| Rental income | 22,689 | - | 22,689 |
| Other | 1,799 | - | 1,799 |
| <u>Total revenues</u> | <u>3,468,667</u> | <u>520,329</u> | <u>3,988,996</u> |
| <u>EXPENDITURES</u> | | | |
| Judicial | | | |
| Personal and contracted services | 2,595,616 | 420,673 | 3,016,289 |
| Supplies and materials | 151,609 | 25,990 | 177,599 |
| Repairs and maintenance | 52,628 | 1,827 | 54,455 |
| Other services and charges | 391,457 | 75,043 | 466,500 |
| Payments to other governmental entities | 313,032 | - | 313,032 |
| Debt service | 5,564 | - | 5,564 |
| Capital outlay | 54,279 | - | 54,279 |
| <u>Total expenditures</u> | <u>3,564,185</u> | <u>523,533</u> | <u>4,087,718</u> |

Continued on next page.

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES (CONTINUED)
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018

| | <u>GENERAL</u> | <u>SPECIAL REVENUE FUND IV-D</u> | <u>TOTAL GOVERNMENTAL FUNDS</u> |
|--|--------------------|--|---|
| <u>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</u> | <u>\$ (95,518)</u> | <u>\$ (3,204)</u> | <u>\$ (98,722)</u> |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | |
| Inception of capital lease | 16,691 | - | 16,691 |
| Operating transfers in/out | <u>(1,424)</u> | <u>1,424</u> | <u>-</u> |
| <u>Total other financing sources (uses)</u> | <u>15,267</u> | <u>1,424</u> | <u>16,691</u> |
| <u>NET CHANGE IN FUND BALANCES</u> | (80,251) | (1,780) | (82,031) |
| <u>FUND BALANCES</u> , beginning of year | <u>370,097</u> | <u>74,962</u> | <u>445,059</u> |
| <u>FUND BALANCES</u> , end of year | <u>289,846</u> | <u>73,182</u> | <u>363,028</u> |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

| | | |
|--|-----------------|-------------------------|
| Total net change in fund balances for the year ended December 31, 2018, per Statement of Revenues, Expenditures and Changes in Fund Balances | | \$ (82,031) |
| Capital outlay which is considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balance | \$ 54,279 | |
| Depreciation expense for year ended December 31, 2018 | <u>(78,016)</u> | (23,737) |
| Some revenues reported in the Statement of Activities are not yet available and therefore are not reported as revenue in governmental funds | | 16,936 |
| The issuance of long-term debt (capital lease) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This is the amount by which repayments exceeded proceeds: | | |
| Issuance of capital lease | | (16,691) |
| Principal payments on capital lease | | 5,564 |
| 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 the governmental funds | | (745) |
| Net effect of pension liability recognition | | <u>(19,651)</u> |
| Total change in net position for the year ended December 31, 2018, per Statement of Activities | | <u><u>(120,355)</u></u> |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF FIDUCIARY NET POSITION
AGENCY FUND
DECEMBER 31, 2018

ASSETS

| | |
|----------------------|---------------------|
| Cash | \$ 5,977 |
| Due from other funds | <u>690</u> |
| <u>Total assets</u> | <u><u>6,667</u></u> |

LIABILITIES

| | |
|--------------------------|---------------------|
| Due to other funds | \$ 928 |
| Due to others | <u>5,739</u> |
| <u>Total liabilities</u> | <u><u>6,667</u></u> |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The District Attorney of St. Landry Parish, as provided by Article VI of the Louisiana Constitution of 1974, is elected by the voters of the parish and serves a six year term. The District Attorney prosecutes criminals; provides legal assistance, counsel, and opinions; and enforces parents' obligation to provide support to their children.

The following is a summary of certain significant accounting policies and practices.

A. FINANCIAL REPORTING ENTITY

The St. Landry Parish District Attorney is an independently elected official and is legally separate from the St. Landry Parish Government. As the governing authority of the parish, for reporting purposes, the St. Landry Parish Government is the financial reporting entity for St. Landry Parish.

The financial reporting entity consists of (a) the primary government (Parish Government) (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the St. Landry Parish government for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

Based on the criteria described above, the St. Landry Parish District Attorney is not a component unit of the St. Landry Parish Government due to the following:

1. The District Attorney is an independently elected official.
2. The District Attorney is not fiscally dependent on the parish government.
3. The reporting entity's financial statements are not misleading.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. BASIS OF PRESENTATION

The accompanying basic financial statements of the St. Landry Parish District Attorney have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local governments, issued in June, 1999.

Government-wide Financial Statements (GWFS). The Statement of Net Position and the Statement of Activities display information on all of the nonfiduciary activities of the St. Landry Parish District Attorney. They include all funds of the reporting entity. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Net Position at the fund financial statement level.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements. The St. Landry Parish District Attorney uses funds to report on its financial position and the results of its operation. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

Governmental Funds

General Fund

The General Fund was established to comply with the requirements of Louisiana Revised Statute 15:571.11, which provides that 12 percent of the fines collected and 30 percent of the bonds forfeited be transmitted to the District Attorney to defray the necessary expenditures of his office. The general operating fund accounts for all financial resources of the District Attorney's office, except those required to be accounted for in other funds.

Special Revenue Fund

The Special Revenue Fund consists of the IV-D Fund. The IV-D Fund accounts for grants from the Louisiana Department of Social Services, a pass-through agency, and the United States Department of Health and Human Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act for the provision of child support services. The purpose of the Fund is to enforce the support obligation owed by absent parents to their children, to locate absent parents, to establish paternity, and to obtain child and spousal support.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. BASIS OF PRESENTATION (Continued)

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

Fiduciary Fund

Agency Fund

The Agency Fund is used as a depository for collections of NSF checks, fees for substance abuse classes and general restitutions, etc. Disbursements from the Fund are made to merchants who received the NSF checks, various parish agencies, class coordinators and litigants in suits in the manner prescribed by law. The Agency Fund is custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

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

Measurement Focus

On the government-wide Statement of Net Position and Statement of Activities, the governmental activities are presented using the "economic resources" measurement focus as defined in Item b below. In the fund financial statements, the "current financial resources" measurement focus is used:

- a. The fund financial statements utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statements utilize an "economic resources" measurement focus. The accounting objective of this measurement focus is the determination of operating income, changes in net position and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues, including grants, entitlements, and shared revenues, are recognized as soon as they are both measurable and available. Revenues are considered to be measurable when the amount of the transaction can be determined. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exception to this general rule is principal and interest on general long-term debt, which is recognized when due.

Purchase of various operating supplies are regarded as expenditures at the time purchased, and inventories of such supplies (if any) are not recorded as assets at the close of the fiscal year.

Expenditures for insurance and similar services which extend over more than one accounting period are accounted for as expenditures of the period of acquisition.

D. DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES

In addition to assets and liabilities, the statement of net position and balance sheet will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The governmental activities have deferred outflows and inflows that relate to the net pension liability, which include that District Attorney's contributions subsequent to the measurement date, which is recognized as a reduction of the net pension liability in the subsequent year. They also include changes in assumptions, differences between expected and actual experience, and changes in proportion and differences between District Attorney contributions and proportionate share of contributions, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plan. They also include the net difference between projected and actual earnings on pension plan investments, which is deferred and amortized over the expected remaining service life.

E. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position.

F. CAPITAL ASSETS

In the government-wide financial statements, capital assets are capitalized at historical cost, or estimated historical cost if actual is unavailable, except for donated assets, which are recorded at their estimated fair value at the date of donation.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. CAPITAL ASSETS (Continued)

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

| | |
|---|-------------|
| Buildings | 40 years |
| Building improvements | 40 years |
| Furniture, fixtures, and office equipment | 10-20 years |
| Law books | 30 years |
| Vehicles | 10 years |

The St. Landry Parish District Attorney maintains a threshold level of \$1,000 or more for capitalizing capital assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

The St. Landry Parish District Attorney has no infrastructure asset expenditures.

G. BUDGETS AND BUDGETARY ACCOUNTING

As required by the Louisiana Revised Statutes 39:1303, the District Attorney adopted a budget for its General Fund and Special Revenue Fund. The budgetary practices included public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget prior to adoption.

Any amendment involving the transfer of monies from one function to another or increases in expenditures at the functional level must be approved by the District Attorney. All budget amounts which are not expended, or obligated through contracts, lapse at year-end.

The General Fund and the Special Revenue Fund were adopted and amended on a basis consistent with generally accepted accounting principles (GAAP). The budgeted amounts of the General Fund in the accompanying financial statements are in the original adopted budgets and subsequent adopted amendments.

H. CASH AND INVESTMENTS

The cash and cash equivalents of the St. Landry Parish 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.

I. ACCUMULATED COMPENSATED ABSENCES

The District Attorney's employees earn and use their vacation and sick leave during the year. Therefore, there is no provision for compensated absences.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. ENCUMBRANCES

Encumbrance accounting, under which purchase orders, contracts, and other commitments are recorded in the fund, is not utilized by the District Attorney.

K. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

The St. Landry Parish District Attorney does not provide any post-employment benefits to retirees other than pension and therefore is not required to report under GASB Statement No. 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions.

L. EQUITY CLASSIFICATIONS

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

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

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance reports aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. Proprietary fund equity is classified the same as in the government-wide statements.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

1. Restricted fund balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions for enabling legislation.
2. Committed fund balance – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Board of Directors – the government’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Board of Directors removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. EQUITY CLASSIFICATIONS (Continued)

3. Assigned fund balance – This classification reflects the amounts constrained by the District Attorney's "intent" to be used for specific purposes, but are neither restricted nor committed. The Board of Directors have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.
4. Unassigned fund balance – This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the St. Landry Parish District Attorney's policy to use externally restricted resources first, then unrestricted resources – committed, assigned and unassigned – in order as needed.

The St. Landry Parish District Attorney considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the District Attorney would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

M. ESTIMATES

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

NOTE 2 - CASH AND INVESTMENTS

At December 31, 2018, the carrying amount of the District Attorney's deposits was \$315,912, and the bank balances were \$387,961. The bank balances were collateralized as follows:

| <u>Institution</u> | <u>Bank Balances</u> | <u>Amount Insured by FDIC</u> | <u>Amount Collateralized by Securities held at 3rd Party Bank</u> | <u>Amount Not Collateralized or Insured</u> |
|-------------------------|----------------------|-------------------------------|---|---|
| Demand deposit accounts | | | | |
| St. Landry Bank | \$ 19,639 | \$ 19,639 | \$ - | \$ - |
| Washington State Bank | 99,571 | 99,571 | - | - |
| American Bank | 62,399 | 62,399 | - | - |
| MidSouth National Bank | 115,788 | 115,788 | - | - |
| St. Landry Homestead | 32,027 | 32,027 | - | - |
| JD Bank | 55,418 | 55,418 | - | - |
| Iberia Bank | 3,119 | 3,119 | - | - |
| <u>Totals</u> | <u>387,961</u> | <u>387,961</u> | <u>-</u> | <u>-</u> |

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 2 - CASH AND INVESTMENTS (Continued)

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest bearing and non-interest bearing).

NOTE 4 – INTERFUND RECEIVABLES AND PAYABLES AND TRANSFERS

The composition of interfund balances at December 31, 2018 are as follows:

| | Due from Other Funds | Due to Other Funds | Transfers In | Transfers Out |
|-----------------------|-------------------------|-----------------------|---------------------|---------------------|
| General Fund | \$ 404 | \$ - | \$ - | \$ 1,424 |
| Special Revenue Funds | | | | |
| IV-D | - | 166 | 1,424 | - |
| Agency Fund | <u>690</u> | <u>928</u> | <u>-</u> | <u>-</u> |
| Totals | <u><u>1,094</u></u> | <u><u>1,094</u></u> | <u><u>1,424</u></u> | <u><u>1,424</u></u> |

Interfund receivables and payables represent outstanding balances between funds that result from timing differences between when transactions are recorded in the accounting system, and when payments between funds are settled. Transfers are used to move revenues from the general fund to finance various other fund's programs or activities in accordance with budgetary authorizations.

NOTE 5 – LONG-TERM DEBT

The District Attorney entered into a lease agreement as lessee for financing the acquisition of a 2015 Buick Lacrosse. The lease qualifies as a capital lease for accounting purposes, and therefore, has been recorded at the present value of future minimum lease payments as of the date of its inception. At December 31, 2018, the amount capitalized under capital leases totals \$16,691.

Long-term liability activity for the year ended December 31, 2018 was as follows:

| | Balance 1/1/2018 | Additions | Deletions | Balance 12/31/2018 | Due Within One Year |
|----------------------------------|---------------------|---------------|--------------|-----------------------|------------------------|
| Governmental activities: | | | | | |
| Capital lease payable | - | 16,691 | 5,564 | 11,127 | 9,538 |
| <u>Total long-term liability</u> | <u>-</u> | <u>16,691</u> | <u>5,564</u> | <u>11,127</u> | <u>9,538</u> |

Annual capital lease requirements are as follows:

| Year Ending December 31, | |
|-----------------------------|----------------------|
| 2019 | 9,538 |
| 2020 | <u>1,589</u> |
| | <u><u>11,127</u></u> |

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 6 - CAPITAL ASSETS

Capital assets and depreciation activity, as of and for the year ended December 31, 2018, for the St. Landry Parish District Attorney are as follows:

| | Balance 1/1/2018 | Additions | Deletions | Balance 12/31/2018 |
|---------------------------------------|---------------------|-----------------|-----------|-----------------------|
| Governmental Activities | | | | |
| Capital assets not being depreciated: | | | | |
| Land | \$ 100,000 | \$ - | \$ - | \$ 100,000 |
| Construction in progress | - | 34,124 | - | 34,124 |
| Other capital assets: | | | | |
| Buildings | 1,875,065 | - | - | 1,875,065 |
| Building improvements | 124,461 | 3,464 | - | 127,925 |
| Furniture, fixtures and equipment | 557,113 | - | - | 557,113 |
| Law books | 9,548 | - | - | 9,548 |
| Vehicles | 156,228 | 16,691 | - | 172,919 |
| <u>Totals at historical cost</u> | <u>2,822,415</u> | <u>54,279</u> | <u>-</u> | <u>2,876,694</u> |
| Less accumulated depreciation | | | | |
| Buildings | 677,732 | 46,877 | - | 724,609 |
| Building improvements | 53,766 | 6,037 | - | 59,803 |
| Furniture, fixtures and equipment | 442,856 | 19,815 | - | 462,671 |
| Law books | 7,002 | 318 | - | 7,320 |
| Vehicles | 138,749 | 4,969 | - | 143,718 |
| <u>Total accumulated depreciation</u> | <u>1,320,105</u> | <u>78,016</u> | <u>-</u> | <u>1,398,121</u> |
| Governmental Activities | | | | |
| Capital assets, net | <u>1,502,310</u> | <u>(23,737)</u> | <u>-</u> | <u>1,478,573</u> |

Depreciation expense \$ 78,016

NOTE 7 - PENSION PLAN

PLAN DESCRIPTION

The District Attorneys' Retirement System, State of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System 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.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

PLAN DESCRIPTION (CONTINUED)

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 the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

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.

Members who joined the System before July 1, 1990, and who have elected not to be covered by the new provisions, are eligible to receive a normal retirement benefit if they have 10 or more years of creditable service and are at least age 62, or if they have 18 or more years of service and are at least age 60, or if they have 23 or more years of service and are at least age 55, or if they have 30 years of service regardless of age. The normal retirement benefit is equal to 3% of the member's average final compensation for each year of creditable service. Members 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 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 the System after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5% of the member's final average compensation multiplied by years of membership service. 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 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.

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 the System.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

PLAN DESCRIPTION (CONTINUED)

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 surviving beneficiaries 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 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, the System must meet certain criteria detailed in the statute related to funding status and interest earnings.

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.

EMPLOYEE & EMPLOYER CONTRIBUTIONS

Covered employees are required to contribute 8% of their salary to the plan. According to state statute, contribution requirements for all employers are actuarially determined each year. For the pension plan year ending June 30, 2018, the actual employer contribution rate was 0%. For the year ending December 31, 2018, the actual employer contribution rate was 1.25%. The St. Landry Parish District Attorney reported a deferred outflow of resources for employer contributions made after the pension plan measurement date of June 30, 2018.

The St. Landry Parish District Attorney's employee contributions for the years ended December 31, 2018, 2017, and 2016 were \$35,156, \$36,113, and \$35,595, respectively.

The St. Landry Parish District Attorney's employer contributions for the years ended December 31, 2018, 2017, and 2016 were \$2,666 \$0, and \$15,573, respectively.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

NON-EMPLOYER CONTRIBUTIONS

In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions were recognized as revenue during the year ended June 30, 2018, and excluded from pension expense.

PENSION LIABILITIES, PENSION EXPENSES, AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS

At December 31, 2018, the employer reported a liability of \$235,116 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018, and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District Attorney's proportion of the Net Pension Liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the District Attorney's proportion was 0.730647%, which was an increase of 0.003328% from its proportion measurement as of June 30, 2017.

For the year ended December 31, 2018, the District Attorney recognized pension expense of \$83,968 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions and deferred outflows and inflows of resources, \$4,071.

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

| | <u>Deferred Outflows of Resources</u> | <u>Deferred Inflows of Resources</u> |
|--|---|--|
| Differences between expected and actual experience | \$ 1,263 | \$ 34,155 |
| Changes of assumptions | 142,613 | 15,505 |
| Net difference between projected and actual earnings on pension plan investments | 19,687 | - |
| Changes in proportion and differences between Employer contributions and proportionate share of contributions and deferred outflows and inflows of resources | 21,442 | 5,630 |
| Employer contributions subsequent to the measurement date | <u>2,666</u> | <u>-</u> |
| Total | <u><u>187,671</u></u> | <u><u>55,290</u></u> |

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

PENSION LIABILITIES, PENSION EXPENSES, AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS (CONTINUED)

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

| Year ended December 31: | | |
|----------------------------|----|----------------|
| 2019 | \$ | 56,581 |
| 2020 | | 35,352 |
| 2021 | | 13,805 |
| 2022 | | 17,454 |
| 2023 | | 27,892 |
| Total | | <u>151,084</u> |

SCHEDULE OF EMPLOYER ALLOCATIONS

The schedule of employer allocations reports the historical employer contributions in addition to the employer allocation percentage for each participating employer. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of District Attorneys' Retirement System. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contributions to the System during the fiscal year ended June 30, 2018, as compared to the total of all employers' contributions received by the System during the fiscal year ended June 30, 2018.

SCHEDULE OF PENSION AMOUNTS BY EMPLOYER

The schedule of pension amounts by employer displays each employer's allocation of the net pension liability. The schedule of pension amounts by employer was prepared using the allocations included in the schedule of employer allocation.

ACTUARIAL METHODS AND ASSUMPTIONS

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability of the System's employers as of June 30, 2018 are as follows:

| | |
|-----------------------------|--------------------|
| Total Pension Liability | \$ 3,321,260 |
| Plan Fiduciary Net Position | <u>(3,086,144)</u> |
| Total Net Pension Liability | <u>235,116</u> |

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

ACTUARIAL METHODS AND ASSUMPTIONS (CONTINUED)

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018 are as follows:

Valuation Date June 30, 2018

Actuarial Cost Method Entry Age Normal Cost

Actuarial Assumptions:

Investment Rate of Return 6.50%, net of investment expense,

Projected Salary Increases 5.50% (2.40% Inflation, 3.10% Merit)

Mortality Rates RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables (setback 1 year for females) projected to 2032 using scale Assistance which were selected for employees, annuitants, and beneficiaries. RP-2000 Disabled Lives Mortality Table (setback 5 years for males and 3 years for females) for disabled annuitants.

Expected Remaining
Service Lives 6 years - June 30, 2018

Cost of Living Adjustments Only those previously granted

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

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.06% for the year ended June 30, 2018.

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

SENSITIVITY TO CHANGES IN DISCOUNT RATE

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

| | Changes in Discount Rate 2018 | | |
|-------------------------------|-------------------------------|------------------------|--------------|
| | 1% | Current | 1% Increase |
| | Decrease 5.50% | Discount Rate 6.50% | 7.50% |
| Net Pension Liability (Asset) | \$ 633,035 | \$ 235,116 | \$ (103,408) |

CHANGE IN NET PENSION LIABILITY

The changes in the net pension liability for the year ended June 30, 2018 were recognized in the current reporting period as pension expense except as follows:

Differences between Expected and Actual Experience:

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in deferred outflows of resources and deferred inflows of resources as of June 30, 2018 as follows:

| | Deferred Outflows | Deferred Inflows | Pension Expense (Benefit) | June 30, 2018 | |
|------|----------------------|---------------------|---------------------------------|----------------------|---------------------|
| | | | | Deferred Outflows | Deferred Inflows |
| 2018 | \$ 1,516 | \$ - | \$ 253 | \$ 1,263 | \$ - |
| 2018 | - | 11,252 | (1,875) | - | 9,377 |
| 2016 | - | 10,369 | (2,074) | - | 8,295 |
| 2015 | - | 8,335 | (2,778) | - | 5,557 |
| 2014 | - | 21,854 | (10,928) | - | 10,926 |
| | | | Totals | \$ 1,263 | \$ 34,155 |

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

CHANGE IN NET PENSION LIABILITY (CONTINUED)

Differences between Projected and Actual Investment Earnings:

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources as of June 30, 2018 as follows:

| | Deferred Outflows | Deferred Inflows | Pension Expense (Benefit) | June 30, 2018 | | |
|------|----------------------|---------------------|---------------------------------|----------------------|---------------------|--------------------------|
| | | | | Deferred Outflows | Deferred Inflows | Net Deferred Outflows |
| 2018 | \$ - | \$ 61,878 | \$ (12,376) | \$ - | \$ 49,502 | \$ (49,502) |
| 2018 | - | 14,589 | (3,647) | - | 10,942 | (10,942) |
| 2016 | 82,966 | - | 27,655 | 55,311 | - | 55,311 |
| 2015 | 49,640 | - | 24,820 | 24,820 | - | 24,820 |
| 2014 | - | 38,928 | (38,928) | - | - | - |
| | | | Totals | <u>\$ 80,131</u> | <u>\$ 60,444</u> | <u>\$ 19,687</u> |

Changes of Assumptions or Other Inputs:

Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The changes of assumptions or other inputs resulted in deferred outflows of resources and deferred inflows of resources as of June 30, 2018 as follows:

| | Deferred Outflows | Deferred Inflows | Pension Expense (Benefit) | June 30, 2018 | |
|------|----------------------|---------------------|---------------------------------|----------------------|---------------------|
| | | | | Deferred Outflows | Deferred Inflows |
| 2018 | \$ 89,815 | \$ - | \$ 14,969 | \$ 74,846 | \$ - |
| 2018 | 70,770 | - | 11,795 | 58,975 | - |
| 2016 | - | - | - | - | - |
| 2015 | - | 23,257 | (7,752) | - | 15,505 |
| 2014 | 17,585 | - | 8,793 | 8,792 | - |
| | | | Totals | <u>\$ 142,613</u> | <u>\$ 15,505</u> |

Change in Proportion:

Changes in the employers' proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employers' pension expense (benefit) using a the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The unamortized amounts arising from changes in the employer's proportionate shares are presented in the Schedule of Pension Amounts as deferred outflows or deferred inflows as of June 30, 2018.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 7 - PENSION PLAN (Continued)

CONTRIBUTIONS – PROPORTIONATE SHARE

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

ESTIMATES

The process of preparing the schedule of employer allocations and schedule of pension amounts in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses. Accordingly, actual results may differ from estimated amounts.

PAYABLES TO THE PENSION PLAN

At December 31, 2018, the St. Landry Parish District Attorney reported a payable to the District Attorneys' Retirement System of Louisiana of \$0 for the employer's portion of contractually required contributions to the pension plan for the month of December.

RETIREMENT SYSTEM AUDIT REPORT

The District Attorneys' Retirement System of Louisiana has issued a stand-alone audit report on their financial statements for the year ended June 30, 2018. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.gov.

NOTE 8 – LEASE COMMITMENTS

Commitments under operating lease arrangements for office equipment provide for future minimum rental payments as follows:

| | |
|-------|---------------|
| 2018 | \$ 20,850 |
| 2019 | 18,794 |
| 2020 | 11,613 |
| 2021 | 3,667 |
| 2022 | <u>1,763</u> |
| Total | <u>56,687</u> |

Rental expenditures on operating leases incurred for the year ended December 31, 2018 were \$43,256 and \$13,431 for the General Fund and the IV-D Fund, respectively.

NOTE 9 - OTHER AGREEMENTS

Louisiana Revised Statute 16:6 mandates the Parish Government to pay from their General Fund, any expenses incurred by the parish District Attorney in the discharge of his official duties. These expenses include salaries of stenographers, clerks, secretaries, investigators and other employees' expense allowances, telephone, transportation, travel, postage, hotel and other expenses.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 10 - RESTRICTED NET POSITION

The net position of the Special Revenue Fund is reserved for \$73,182, which are the unexpended IV-D funds on hand.

NOTE 11 - ON-BEHALF PAYMENTS

Several employees of the St. Landry Parish District Attorney receive payments directly from the St. Landry Parish Government and the State of Louisiana for salaries. Salaries paid to these employees include \$648,625 from the St. Landry Parish Government and \$543,514 from the State. The St. Landry Parish Government and the State of Louisiana also pay fringe benefits on behalf of certain employees of the St. Landry Parish District Attorney. Fringe benefits paid on behalf of these employees amount to \$75,154 for retirement and workers compensation and \$17,286 for payroll taxes. The retirement plan that covers these employees is the Parochial Employees' Retirement System of Louisiana.

NOTE 12 - SUBSEQUENT EVENTS

Subsequent events were evaluated through June 24, 2019, which is the date the financial statements were available to be issued. As of June 24, 2019, there were no subsequent events noted.

NOTE 13 - FUND BALANCE

The constraints on fund balance as listed in aggregate in the Statement of Revenues, Expenditures, and Changes in Fund Balance are detailed according to balance classification and fund.

| | <u>General Fund</u> | <u>Special Revenue Fund IV-D</u> |
|---------------------|-------------------------|--|
| Fund Balance: | | |
| Nonspendable: | \$ - | \$ - |
| Restricted: | | |
| Grants | - | 73,182 |
| Committed: | - | - |
| Assigned: | - | - |
| Unassigned: | <u>289,846</u> | <u>-</u> |
| Total Fund Balances | <u><u>289,846</u></u> | <u><u>73,182</u></u> |

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 14 - ACCOUNTING PRONOUNCEMENTS

The Government Accounting Standards Board (GASB) has issued the following Statements which will become effective in futures years as shown below:

Statement No. 87, "*Leases*" increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. Management has not yet determined the effect of this Statement on the financial statements.

Statement No. 88, "*Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*" improves the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. The Statement clarifies which liabilities governments would include when disclosing information related to debt. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, and significant subjective acceleration clauses. For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The requirements of this Statement are effective for reporting periods beginning after June 30, 2018. Management has not yet determined the effect of this Statement on the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
SCHEDULES OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2018

| | <u>BUDGET</u> | | <u>ACTUAL</u> | <u>VARIANCE</u> |
|--|------------------|------------------|------------------|--|
| | <u>ORIGINAL</u> | <u>FINAL</u> | | <u>FAVORABLE</u> <u>(UNFAVORABLE)</u> |
| <u>REVENUES</u> | | | | |
| Commissions on fines and bond forfeitures | \$ 1,800,500 | \$ 1,288,876 | \$ 1,315,275 | \$ 26,399 |
| Intergovernmental | | | | |
| Parish Government reimbursements | 350,000 | 358,852 | 358,852 | - |
| Criminal Court Fund | 125,000 | 58,412 | 56,874 | (1,538) |
| On-behalf payments | | | | |
| Parish Government | 725,000 | 731,005 | 729,796 | (1,209) |
| State | 555,000 | 554,783 | 554,783 | - |
| Share of Racino income | 105,000 | 87,660 | 90,645 | 2,985 |
| Sheriff's and City Court's reimbursements | 115,000 | 89,636 | 85,293 | (4,343) |
| Federal grants | 220,000 | 158,685 | 152,481 | (6,204) |
| State grants | 30,000 | 30,000 | 30,000 | - |
| Miscellaneous | | | | |
| Drug seizure income | 35,000 | 64,997 | 69,452 | 4,455 |
| Interest earned | 1,000 | 513 | 728 | 215 |
| Donations | - | - | - | - |
| Rental income | 16,000 | 14,947 | 22,689 | 7,742 |
| Other | 5,000 | - | 1,799 | 1,799 |
| <u>Total revenues</u> | <u>4,082,500</u> | <u>3,438,366</u> | <u>3,468,667</u> | <u>30,301</u> |
| <u>EXPENDITURES</u> | | | | |
| Judicial | | | | |
| Personal and contracted services | 2,755,000 | 2,639,614 | 2,595,616 | 43,998 |
| Supplies and materials | 160,000 | 152,851 | 151,609 | 1,242 |
| Repairs and maintenance | 40,000 | 65,869 | 52,628 | 13,241 |
| Other services and charges | 435,000 | 440,330 | 391,457 | 48,873 |
| Payments to other governmental entities | 585,000 | 388,388 | 313,032 | 75,356 |
| Debt service | - | 5,564 | 5,564 | - |
| Capital outlay | 10,000 | 100,589 | 54,279 | 46,310 |
| <u>Total expenditures</u> | <u>3,985,000</u> | <u>3,793,205</u> | <u>3,564,185</u> | <u>229,020</u> |
| <u>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</u> | <u>97,500</u> | <u>(354,839)</u> | <u>(95,518)</u> | <u>259,321</u> |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Inception of capital lease | - | - | 16,691 | 16,691 |
| Operating transfers out | - | - | (1,424) | (1,424) |
| <u>Total other financing sources (uses)</u> | <u>-</u> | <u>-</u> | <u>15,267</u> | <u>15,267</u> |
| <u>NET CHANGE IN FUND BALANCE</u> | <u>97,500</u> | <u>(354,839)</u> | <u>(80,251)</u> | <u>274,588</u> |
| <u>FUND BALANCE, beginning of year</u> | | | <u>370,097</u> | |
| <u>FUND BALANCE, end of year</u> | | | <u>289,846</u> | |

See notes to required supplementary information.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
SCHEDULES OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGETARY COMPARISON SCHEDULE
SPECIAL REVENUE FUND
IV-D FUND
FOR THE YEAR ENDED DECEMBER 31, 2018

| | <u>BUDGET</u> | | <u>ACTUAL</u> | <u>VARIANCE FAVORABLE (UNFAVORABLE)</u> |
|--|-----------------|-----------------|----------------|---|
| | <u>ORIGINAL</u> | <u>FINAL</u> | | |
| <u>REVENUES</u> | | | | |
| Intergovernmental | | | | |
| Federal grants | \$ 505,000 | \$ 517,988 | \$ 520,288 | \$ 2,300 |
| Miscellaneous | | | | |
| Interest earned | 100 | 34 | 41 | 7 |
| <u>Total revenues</u> | <u>505,100</u> | <u>518,022</u> | <u>520,329</u> | <u>2,307</u> |
| <u>EXPENDITURES</u> | | | | |
| Judicial | | | | |
| Personal and contracted services | 412,000 | 427,178 | 420,673 | 6,505 |
| Supplies and materials | 18,000 | 30,529 | 25,990 | 4,539 |
| Repairs and maintenance | 3,500 | 2,751 | 1,827 | 924 |
| Other services and charges | 70,000 | 76,627 | 75,043 | 1,584 |
| Capital outlay | - | - | - | - |
| <u>Total expenditures</u> | <u>503,500</u> | <u>537,085</u> | <u>523,533</u> | <u>13,552</u> |
| <u>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</u> | <u>1,600</u> | <u>(19,063)</u> | <u>(3,204)</u> | <u>15,859</u> |
| <u>OTHER FINANCING SOURCES</u> | | | | |
| Operating transfers in | - | - | 1,424 | 1,424 |
| <u>Total other financing sources</u> | <u>-</u> | <u>-</u> | <u>1,424</u> | <u>1,424</u> |
| <u>NET CHANGE IN FUND BALANCE</u> | <u>1,600</u> | <u>(19,063)</u> | <u>(1,780)</u> | <u>17,283</u> |
| <u>FUND BALANCE, beginning of year</u> | | | <u>74,962</u> | |
| <u>FUND BALANCE, end of year</u> | | | <u>73,182</u> | |

See notes to required supplementary information.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2018

| | <u>2015*</u> | <u>2016*</u> | <u>2017*</u> | <u>2018*</u> |
|---|--------------|--------------|--------------|--------------|
| Employer's Proportion of the Net Pension Liability | 0.68734% | 0.66709% | 0.72732% | 0.73065% |
| Employer's Proportionate Share of the Net Pension Liability (Asset) | \$ 37,024 | \$ 127,686 | \$ 196,174 | \$ 235,116 |
| Employer's Covered-Employee Payroll | 403,091 | 444,941 | 445,735 | 454,277 |
| Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll | 9.19% | 28.70% | 44.01% | 51.76% |
| Plan Fiduciary Net Position as a Percentage of the Total Pension Liability | 98.56% | 95.09% | 93.57% | 92.92% |

*The amounts presented have a measurement date as of June 30, 2015, 2016, 2017 and 2018.

See notes to required supplementary information.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2018

| Date | Contractually Required Contribution | Contributions in Relation to Contractually Required Contribution | Contribution Deficiency (Excess) | Employer's Covered Employee Payroll | Contributions as a % of Covered Employee Payroll |
|------|---|--|--|--|--|
| 2015 | \$ 28,216 | \$ 28,216 | \$ - | \$ 403,091 | 7.00% |
| 2016 | 15,573 | 15,573 | - | 444,941 | 3.50% |
| 2017 | - | - | - | 445,735 | 0.00% |
| 2018 | 2,667 | 2,667 | - | 454,277 | 0.59% |

See notes to required supplementary information.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2018

(1) Basis of Accounting

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

(2) Budgetary Practices

The District prepares and adopts a budget in accordance with LSA-RS 39:1301 et seq. The annual budget for the General Fund is prepared in accordance with the basis of accounting utilized by that fund.

Neither encumbrance accounting nor formal integration of the budget into the accounting records is employed as a management control device. However, periodic comparisons of budget and actual amounts are performed.

(3) Pension Plans

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plans. These assumptions include the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plans.

OTHER SUPPLEMENTARY INFORMATION
MAJOR GOVERNMENTAL FUNDS

GENERAL FUND

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund. The General Fund has a greater number and variety of revenue sources than any other fund, and its resources normally finance a wider range of activities. The resources of the General Fund are ordinarily largely expended and replenished on an annual basis.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
BALANCE SHEET – GENERAL FUND
DECEMBER 31, 2018

| | 2018 |
|---|------------|
| <u>ASSETS</u> | |
| Cash | \$ 310,355 |
| Due from other governmental units | 117,300 |
| Due from other funds | 404 |
| Security deposits | 502 |
| <u>Total assets</u> | 428,561 |
| <u>LIABILITIES</u> | |
| Accounts payable and accrued expenses | \$ 90,484 |
| LACE payroll payable | 41,502 |
| LACE fuel payable | 6,199 |
| LACE Medicare payable | 530 |
| <u>Total liabilities</u> | 138,715 |
| <u>FUND BALANCE</u> | |
| Unassigned fund balance | 289,846 |
| <u>Total fund balance</u> | 289,846 |
| <u>Total liabilities and fund balance</u> | 428,561 |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE – BUDGET (GAAP BASIS) AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2018

| | 2018 | | Variance Favorable (Unfavorable) |
|--|------------------|------------------|--|
| | Budget | Actual | |
| REVENUES | | | |
| Commissions on fines and bond forfeitures | | | |
| Fines | \$ 21,267 | \$ 305,714 | \$ 284,447 |
| LACE/LOC fines and affidavit fees | 349,133 | 179,089 | (170,044) |
| Court costs | 6,343 | 161,246 | 154,903 |
| NSF fees | 14,076 | 17,162 | 3,086 |
| Probation fees | 813,815 | 561,077 | (252,738) |
| Surety bond fees | 56,395 | 57,609 | 1,214 |
| Department of Public Safety fees | 19,263 | 19,613 | 350 |
| Bond forfeiture fees | - | 1,000 | 1,000 |
| Criminal bond fees | 7,700 | 11,781 | 4,081 |
| Expungement Fees | 884 | 984 | 100 |
| Intergovernmental | | | |
| Parish Government reimbursements | 358,852 | 358,852 | - |
| Criminal Court Fund | 58,412 | 56,874 | (1,538) |
| On-behalf payments | | | |
| Parish Government | 731,005 | 729,796 | (1,209) |
| State | 554,783 | 554,783 | - |
| Share of Racino income | 87,660 | 90,645 | 2,985 |
| Sheriff's and City Court's reimbursements | 89,636 | 85,293 | (4,343) |
| Federal grants | 158,685 | 152,481 | (6,204) |
| State grants | 30,000 | 30,000 | - |
| Miscellaneous | | | |
| Drug seizure income | 64,997 | 69,452 | 4,455 |
| Interest earned | 513 | 728 | 215 |
| Donations | - | - | - |
| Rental income | 14,947 | 22,689 | 7,742 |
| Other | - | 1,799 | 1,799 |
| <u>Total revenues</u> | <u>3,438,366</u> | <u>3,468,667</u> | <u>30,301</u> |
| EXPENDITURES | | | |
| Judicial | | | |
| Personal and contracted services | | | |
| Salaries | 859,805 | 846,977 | 12,828 |
| Salaries - on behalf of parish government | 545,378 | 545,378 | - |
| Salaries - on behalf of state | 543,514 | 543,514 | - |
| Fringe benefits | 404,908 | 423,673 | (18,765) |
| Fringe benefits - on behalf of parish government | 66,510 | 66,510 | - |
| Fringe benefits - on behalf of state | 11,269 | 11,269 | - |
| Contracted services | 208,230 | 158,295 | 49,935 |

Continued on next page.

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE – BUDGET (GAAP BASIS) AND ACTUAL
GENERAL FUND (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2018

| | 2018 | | Variance Favorable (Unfavorable) |
|---|------------------|------------------|--|
| | Budget | Actual | |
| <u>EXPENDITURES (Continued)</u> | | | |
| Supplies and materials | \$ 152,851 | \$ 151,609 | \$ 1,242 |
| Repairs and maintenance | 65,869 | 52,628 | 13,241 |
| Other services and charges | | | |
| Insurance | 74,407 | 19,320 | 55,087 |
| Bailiff expenses | 10,000 | 9,600 | 400 |
| Telephone | 74,941 | 78,580 | (3,639) |
| Computer expenses | 7,256 | 47,988 | (40,732) |
| Dues and subscriptions | 37,710 | 33,438 | 4,272 |
| Auto expenses | 40,274 | 36,274 | 4,000 |
| Criminal filing | 1,300 | 800 | 500 |
| Conventions and seminars | 2,368 | 2,157 | 211 |
| Travel expenses | 4,095 | 920 | 3,175 |
| Uniforms | 1,822 | 699 | 1,123 |
| Meals | 12,647 | 11,403 | 1,244 |
| Grand Jury meals | 6,306 | 6,303 | 3 |
| Professional expense | 39,914 | 29,000 | 10,914 |
| Rentals | 41,838 | 28,388 | 13,450 |
| Utilities | 72,933 | 68,992 | 3,941 |
| Surety Bond | - | 365 | (365) |
| Other | 12,519 | 17,230 | (4,711) |
| Payments to other governmental entities | | | |
| City Marshal ticket fees | 64,810 | 52,500 | 12,310 |
| Drug forfeitures | 65,735 | 57,713 | 8,022 |
| Bond forfeitures | - | 700 | (700) |
| LACE payroll and fuel | 257,843 | 202,119 | 55,724 |
| Debt service | 5,564 | 5,564 | - |
| Capital outlay | 100,589 | 54,279 | 46,310 |
| <u>Total expenditures</u> | <u>3,793,205</u> | <u>3,564,185</u> | <u>229,020</u> |
| <u>EXCESS (DEFICIENCY) OF REVENUES OVER</u> | | | |
| <u>(UNDER) EXPENDITURES</u> | <u>(354,839)</u> | <u>(95,518)</u> | <u>259,321</u> |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | |
| Inception of capital lease | - | 16,691 | 16,691 |
| Operating transfers out | - | (1,424) | (1,424) |
| <u>Total other financing sources (uses)</u> | <u>-</u> | <u>15,267</u> | <u>15,267</u> |
| <u>NET CHANGE IN FUND BALANCE</u> | <u>(354,839)</u> | <u>(80,251)</u> | <u>274,588</u> |
| <u>FUND BALANCE</u> , beginning of year | | <u>370,097</u> | |
| <u>FUND BALANCE</u> , end of year | | <u>289,846</u> | |

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

SPECIAL REVENUE FUND

Special Revenue Funds are used to account for resources legally restricted to expenditures for specified current operating purposes or the acquisition of furniture, fixtures, machinery, equipment, or other relatively minor or comparatively short-lived assets.

The IV-D Fund accounts for grants received from the Louisiana Department of Social Services, a pass-through agency, and the United States Department of Health and Human Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act for the provision of child support services. The purpose of the Fund is to enforce the support obligation owed by absent parents to their children, to locate absent parents, to establish paternity, and to obtain child and spousal support.

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
BALANCE SHEET
SPECIAL REVENUE FUND
IV-D FUND
DECEMBER 31, 2018

| | 2018 |
|---|--------|
| <u>ASSETS</u> | |
| Cash | \$ 149 |
| Prepaid rent | 846 |
| Due from other governmental units | 77,300 |
| <u>Total assets</u> | 78,295 |
| <u>LIABILITIES</u> | |
| Bank overdraft | \$ 569 |
| Accounts payable and accrued expenses | 4,378 |
| Due to other funds | 166 |
| <u>Total liabilities</u> | 5,113 |
| <u>FUND BALANCE</u> | |
| Restricted for grant | 73,182 |
| <u>Total fund balance</u> | 73,182 |
| <u>Total liabilities and fund balance</u> | 78,295 |

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

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET (GAAP BASIS) AND ACTUAL
SPECIAL REVENUE FUND
IV-D FUND
FOR THE YEAR ENDED DECEMBER 31, 2018

| | 2018 | | Variance Favorable (Unfavorable) |
|--|-----------------|----------------|--|
| | Budget | Actual | |
| <u>REVENUES</u> | | | |
| Intergovernmental | | | |
| Federal grants | \$ 517,988 | \$ 520,288 | \$ 2,300 |
| Miscellaneous | | | |
| Interest earned | 34 | 41 | 7 |
| <u>Total revenues</u> | <u>518,022</u> | <u>520,329</u> | <u>2,307</u> |
| <u>EXPENDITURES</u> | | | |
| Judicial | | | |
| Personal and contracted services | | | |
| Salaries | 225,624 | 230,804 | (5,180) |
| Salaries - On behalf of parish government | 105,699 | 103,248 | 2,451 |
| Fringe benefits | 69,696 | 59,697 | 9,999 |
| Fringe benefits - On behalf of parish government | 15,009 | 15,009 | - |
| Contracted services | 11,150 | 11,915 | (765) |
| Supplies and materials | 30,529 | 25,990 | 4,539 |
| Repairs and maintenance | 2,751 | 1,827 | 924 |
| Other services and charges | | | |
| Auto expenses | 3,998 | 3,367 | 631 |
| Professional fees | 12,410 | 11,510 | 900 |
| Rentals | 5,193 | 4,797 | 396 |
| Telephone | 2,252 | 2,177 | 75 |
| Building rent | 10,256 | 16,894 | (6,638) |
| Other | 42,518 | 36,298 | 6,220 |
| Capital outlay | - | - | - |
| <u>Total expenditures</u> | <u>537,085</u> | <u>523,533</u> | <u>13,552</u> |
| <u>EXCESS (DEFICIENCY) OF REVENUES OVER</u> <u>(UNDER) EXPENDITURES</u> | <u>(19,063)</u> | <u>(3,204)</u> | <u>15,859</u> |
| <u>OTHER FINANCING SOURCES</u> | | | |
| Operating transfers in | - | 1,424 | 1,424 |
| <u>Total other financing sources</u> | <u>-</u> | <u>1,424</u> | <u>1,424</u> |
| <u>NET CHANGE IN FUND BALANCE</u> | <u>(19,063)</u> | <u>(1,780)</u> | <u>17,283</u> |
| <u>FUND BALANCE</u> , beginning of year | | <u>74,962</u> | |
| <u>FUND BALANCE</u> , end of year | | <u>73,182</u> | |

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

RELATED REPORTS

VIGE, TUJAGUE NOEL

A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

151 N. 2ND STREET
P. O. BOX 1006
EUNICE, LOUISIANA 70535

SHIRLEY VIGE, JR., C.P.A.
FRANK G. TUJAGUE, C.P.A.
DOMINIQUE M. NOEL, C.P.A.

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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*

Honorable Earl Taylor
St. Landry Parish District Attorney
Opelousas, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Landry Parish District Attorney, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the St. Landry Parish District Attorney's basic financial statements, and have issued our report thereon dated June 24, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the St. Landry Parish 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 St. Landry Parish District Attorney's internal control. Accordingly, we do not express an opinion on the effectiveness of the St. Landry Parish 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.

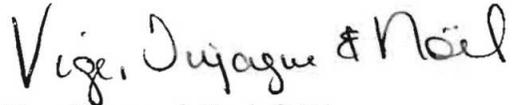
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not 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 St. Landry Parish 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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.



Vige, Tujague & Noel, CPA's
Eunice, Louisiana
June 24, 2019

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2018

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the general purpose financial statements of the St. Landry Parish District Attorney.
2. No significant deficiencies relating to the audit of the financial statements were disclosed in the Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. No material weaknesses relating to the audit of the financial statements were disclosed in the Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
4. No instances of noncompliance material to the financial statements of the St. Landry Parish District were disclosed during the audit.
5. No separate management letter was issued.

B. FINDINGS – FINANCIAL STATEMENT AUDIT

None

ST. LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, LOUISIANA
SCHEDULE OF PRIOR YEARS FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2018

I. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

No findings.

II. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

No findings.

ST, LANDRY PARISH DISTRICT ATTORNEY
OPELOUSAS, 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: Earl Taylor, District Attorney
Service Period: 12 months

| Purpose | Amount |
|--|----------|
| Salary - St. Landry Parish D.A.'s Office | \$81,854 |
| Salary - St. Landry Parish Government | 46,586 |
| Salary - State of Louisiana | 49,920 |
| Insurance - Health | 17,928 |
| Insurance - Life | 6,093 |
| Insurance - Other | 535 |
| Benefits - Retirement | 1,115 |
| Per Diem | 300 |
| Registration fees | 225 |
| Conference travel | 552 |
| Cell phone/Ipad/Data | 1,418 |

ST. LANDRY PARISH DISTRICT ATTORNEY
STATEWIDE AGREED-UPON PROCEDURES REPORT
YEAR ENDED DECEMBER 31, 2018

VIGE, TUJAGUE  NOEL

A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

151 N. 2ND STREET
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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Management and Board of Commissioners of the St. Landry Parish District Attorney and the Louisiana Legislative Auditor:

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

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

The procedures and associated findings are as follows:

Report all exceptions to the following procedures, either after each procedure or after all procedures within each of the twelve AUP categories. "Random" selections may be made using Microsoft Excel's random number generator or an alternate method selected by the practitioner that results in an equivalent sample (e.g., those methods allowed under the AICPA Audit Guide-*Audit Sampling*).

Written Policies and Procedures

No exceptions in prior year. This category was excluded from testing in the current year.

1. Obtain the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget

- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
- c) **Disbursements**, including processing, reviewing, and approving
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Board (or Finance Committee, if applicable)

No exceptions in prior year. This category was excluded from testing in the current year.

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 period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- b) 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. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- c) 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.

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 selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
Bank reconciliations include evidence that they are prepared monthly.
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
The bank reconciliations prepared for all accounts examined did have evidence of management review.
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.
Obtained bank statements and reconciliations and noted that management has documentation reflecting research of reconciling items that have been outstanding for more than 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).

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

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

The persons responsible for collecting cash in the traffic department are required to share a cash drawer. However, revenue is only accepted in the form of money orders and receipts are computer generated. The person collected the money order is required to record and initial the daily collection log for each money order collected.

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

The entity has a formal process for reconciling cash collections to deposit documentation and the general ledger by revenue source, by a person who is not responsible for cash collections.

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

Employees responsible for collecting cash are responsible for posting collections entries to the general ledger or subsidiary ledgers; however, another employee is responsible for reconciling ledger postings to each other and to the deposit.

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

The employee responsible for reconciling cash collections to the general ledger and/or subsidiary ledger, is not responsible for collecting cash.

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

Employees that 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). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- a) Observe that receipts are sequentially pre-numbered.
Receipts are sequentially pre-numbered and computer generated.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
Traced receipts or collections documentation to the deposit slip with no exceptions.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
Traced the deposit slip total to the actual deposit per the bank statement with no exceptions.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
Deposits selected were made within one business day of receipt at the collection location.
 - e) Trace the actual deposit per the bank statement to the general ledger.
Traced the actual deposit per the bank statement to the general ledger with no exception.

Non-Payroll Disbursements – General (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).
Obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete.
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Obtained written policies and procedures and examined supporting documentation and noted that at least two employees are involved in initiating a purchase request, approving a purchase and making a purchase.

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

Two employees are involved in processing and approving payments to vendors.

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

The employee responsible for processing payments can also add vendors; however, the District Attorney must approve all vendors and periodically reviews vendor files.

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

The employee responsible for processing payments also mails the payments after the District Attorney signs the checks.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement.

Obtained management's representation that the population is complete. No exceptions noted.

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

Obtained management's representation that the population is complete. The disbursement documentation did include evidence of segregation of duties.

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

No exceptions in prior year. This category was excluded from testing in the current year.

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, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) 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).

Travel and Expense Reimbursement

No exceptions in prior year. This category was excluded from testing in the current year.

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:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

No exceptions in prior year. This category was excluded from testing in the current year.

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Payroll and Personnel

No exceptions in prior year. This category was excluded from testing in the current year.

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

- c) 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/officials' 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.

Ethics

No exceptions in prior year. This category was excluded from testing in the current year.

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

 - b. 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.

Debt Service

No exceptions in prior year. This category was excluded from testing in the current year.

- 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.

- 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.

Other

No exceptions in prior year. This category was excluded from testing in the current year.

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.
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 were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

Vige, Tujague & Noel

Vige, Tujague & Noel
Eunice, Louisiana
June 24, 2019

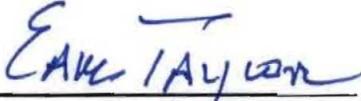
ST. LANDRY PARISH DISTRICT ATTORNEY

Management's Response to Statewide Agreed-Upon Procedures
For the Year Ended December 31, 2018

Management Response to Item:

5a, 9d

Efforts will be made to segregate duties in these areas as much as possible with the limited number of employees involved. However, policies and procedures have been implemented to mitigate risks in these areas.



Earl Taylor, District Attorney