

**TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
PUBLIC DEFENDER'S OFFICE
Belle Chasse, Louisiana**

Financial Report

Year Ended June 30, 2018

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Mr. Clarke Beljean
Chief District Public Defender
Twenty-Fifth Judicial District of the State of Louisiana
Public Defender's Office
Belle Chasse, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Public Defender's Office's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

The management of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office 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 the financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

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, schedule of employer contributions, and notes to the required supplementary information on pages 33 through 36 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. We have not audited or reviewed such required supplementary information, and accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

Management has omitted the management's discussion and analysis information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The results of our review of the basic financial statements is not affected by this missing information.

Champagne & Company, LLC
Certified Public Accountants

Breaux Bridge, Louisiana
December 12, 2018

BASIC FINANCIAL STATEMENTS

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

TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
PUBLIC DEFENDER'S OFFICE
Belle Chasse, Louisiana

Statement of Net Position
June 30, 2018

ASSETS

Current assets:

Cash and cash equivalents	\$ 129,346
Fines and forfeitures receivable	<u>13,071</u>
Total current assets	<u>142,417</u>

Noncurrent assets:

Capital assets, net	40,160
Net pension asset	<u>16,322</u>
Total noncurrent assets	<u>56,482</u>

Total assets	<u>198,899</u>
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DEFERRED OUTFLOWS OF RESOURCES	<u>43,136</u>
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LIABILITIES

Current Liabilities:

Accounts payable	<u>6,660</u>
Total current liabilities	<u>6,660</u>

Noncurrent liabilities:

Compensated absences	<u>11,546</u>
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Total liabilities	<u>18,206</u>
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DEFERRED INFLOWS OF RESOURCES	<u>49,829</u>
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NET POSITION

Investment in capital assets	40,160
Unrestricted	<u>133,840</u>
Total net position	<u>\$ 174,000</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT
 OF THE STATE OF LOUISIANA
 PUBLIC DEFENDER'S OFFICE
 Belle Chasse, Louisiana

Statement of Activities
 For the Year Ended June 30, 2018

Program Expenses:	
Governmental Activities	
Personnel costs	\$ 196,801
Court costs	119,455
Audit expense	23,630
Office expense	8,944
Loss on disposal	161
Depreciation	<u>2,384</u>
Total expenses	<u>351,375</u>
Program revenues:	
Fines forfeitures and fees	147,619
Operating grants	<u>188,802</u>
Total program revenues	<u>336,421</u>
Net program revenue	<u>(14,954)</u>
General revenues:	
Nonemployer pension contributions	1,635
Miscellaneous	<u>2,168</u>
Total general revenues	<u>3,803</u>
Change in net position	(11,151)
Beginning net position	<u>185,151</u>
Ending net position	<u>\$ 174,000</u>

See accompanying notes and independent accountants' review report.

FUND FINANCIAL STATEMENTS (FFS)

FUND DESCRIPTION - MAJOR FUND

MAJOR FUND

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.

TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
PUBLIC DEFENDER'S OFFICE
Belle Chasse, Louisiana

Balance Sheet - Governmental Fund
General Fund
June 30, 2018

ASSETS

Cash and cash equivalents	\$ 129,346
Fines and forfeitures receivable	<u>13,071</u>
 Total assets	 <u>\$ 142,417</u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 6,383
Accrued liabilities	<u>277</u>
 Total liabilities	 <u>6,660</u>
 Fund balance:	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	<u>135,757</u>
 Total fund balance	 <u>135,757</u>
 Total liabilities and fund balance	 <u>\$ 142,417</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
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Belle Chasse, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
June 30, 2018

Total fund balance for governmental funds at June 30, 2018 \$ 135,757

Total net position reported for governmental activities in the statement of net position is different because:

The following receivable is not considered an available resource, and therefore, is not reported in the funds:

Net pension asset 16,322

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:

Buildings, net of \$19,466 accumulated depreciation	\$ 40,123	
Equipment, net of \$24,597 accumulated depreciation	<u>37</u>	40,160

The deferred outflows of expenditures are not a use of current resources, and therefore, are not reported in the funds:

Pension plan 43,136

General long-term debt of governmental activities is not payable from current resources and, therefore, not reported in the funds. This debt is:

Compensated absences (11,546)

The deferred inflows of contributions are not available resources, and therefore, are not reported in the funds:

Pension plan (49,829)

Total net position of governmental activities at June 30, 2018 \$ 174,000

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
PUBLIC DEFENDER'S OFFICE
Belle Chasse, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2018

Revenues:	
Fines forfeitures and fees	\$ 147,619
Operating grants	188,802
Miscellaneous	<u>2,168</u>
Total revenues	<u>338,589</u>
Expenditures:	
Current -	
Personnel costs	189,954
Court costs	120,630
Accounting and audit expense	23,630
Office expense	<u>7,769</u>
Total expenditures	<u>341,983</u>
Change in fund balance	(3,394)
Beginning fund balance	<u>139,151</u>
Ending fund balance	<u>\$ 135,757</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT
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Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2018

Total net change in fund balance at June 30, 2018 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (3,394)
The change in net position reported for governmental activities in the statement of activities is different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Depreciation expense for the year ended June 30, 2018	(2,384)
Loss on disposal of equipemnt	(161)
Expenses not requiring the use of current financial resources and therefore, are not reported as expenditures in the governmental funds:	
Net change in compensated absences payable	(4,903)
Net change in pension liability/asset & related deferreds	<u>(309)</u>
Total change in net position at June 30, 2018 per Statement of Activities	<u>\$ (11,151)</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
PUBLIC DEFENDER'S OFFICE
Belle Chasse, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

The Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office ("Public Defender's Office") was created under Louisiana Revised Statute 15:144-149 and modified by Act 307, to provide and compensate counsel to represent indigent (needy individuals) in criminal and quasi-criminal cases on the district court level.

The accompanying financial statements of the Public Defender's Office have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

The accounting and reporting policies of the Public Defender's Office conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

For financial statement reporting purposes, the Public Defender's Office is part of the district court system of the State of Louisiana. However, state statutes that create the Public Defender's Office give each of the Public Defender's Offices control over all of their operations. This includes the hiring and retention of employees, authority and control over budgeting, responsibility for deficits, and the receipt and disbursement of funds. The Public Defender's Office is financially independent and operates independently from the district court system. These financial statements include only the transactions of the Public Defender's Office.

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. The Public Defender's Office has no business-type activities.

The statement of activities presents a comparison between program revenues of the Public Defender's Office and the cost of the function. Program revenues are derived directly from Public Defender's Office users as a fee for services. Revenues that are not classified as program revenues are presented as general revenues.

TWENTY-FIFTH JUDICIAL DISTRICT
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Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Fund Financial Statements (FFS)

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

The fund of the Public Defender's Office is classified as governmental. The emphasis on fund financial statements is on the major governmental fund. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Public Defender's Office is described below:

Governmental Fund -

General Fund

The General Fund is the general operating fund of the Public Defender's Office. It is used to account for all financial resources.

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

In the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial

TWENTY-FIFTH JUDICIAL DISTRICT
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Notes to Basic Financial Statements (Continued)

statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

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

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

When both restricted and unrestricted resources are available for use, it is the Public Defender's Office's policy to use restricted resources first, then unrestricted resources as they are needed.

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

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Public Defender's Office.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received.

TWENTY-FIFTH JUDICIAL DISTRICT
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Notes to Basic Financial Statements (Continued)

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. The cost of normal maintenance and repairs that do not add value to the asset or materially extend assets lives are not capitalized.

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

Buildings	25 years
Furniture, fixtures and equipment	5-7 years

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

Compensated Absences

Employees who have been employed by the Public Defender's Office for one to five years receive two weeks of paid vacation, for six to ten years receive three weeks of paid vacation, for ten to thirty years receive four weeks of paid vacation, and over thirty years receive six weeks of paid vacation. Employees earn ten sick days leave annually. Vacation and sick leave can be carried over each year. Sick days can be carried over up to 250 hours.

Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

TWENTY-FIFTH JUDICIAL DISTRICT
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Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Equity Classifications

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

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be 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.
- c. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

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

Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the Chief District Public Defender. The Chief District Public Defender is the highest level of decision-making authority for the Public Defender's Office. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by Chief District Public Defender.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Public Defender's Office's adopted policy, only the Chief District Public Defender may assign amounts for specific purposes.

TWENTY-FIFTH JUDICIAL DISTRICT
 OF THE STATE OF LOUISIANA
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 Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Unassigned – all other spendable amounts.

	General Fund
Nonspendable:	\$ -
Restricted:	-
Committed:	-
Assigned:	-
Unassigned:	135,757
	\$ 135,757

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

E. Use of Estimates

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

(2) Cash and Interest-Bearing Deposits

Under state law, the Public Defender's Office may deposit funds within a fiscal agent organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Public Defender's Office may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2018, the Public Defender's Office has cash (book balances) totaling \$129,346.

TWENTY-FIFTH JUDICIAL DISTRICT
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Notes to Basic Financial Statements (Continued)

These deposits are stated at cost, which approximates market. Custodial credit risk is the risk that in the event of a bank failure, the Public Defender's Office's deposits may not be returned to it. The Public Defender's Office's policy, by state law, is that all deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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. Deposit balances (bank balances) at June 30, 2018 are secured as follows:

Bank balances	<u>\$ 137,585</u>
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At June 30, 2018 the deposits are secured as follows:

Federal deposit insurance	137,585
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Pledged securities	<u>-</u>
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Total	<u>\$ 137,585</u>
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As of June 30, 2018, the Public Defender's Office's total bank balances were fully insured and, therefore, they were not exposed to custodial credit risk.

(3) Receivables

The following is a summary of receivables at June 30, 2018:

Court fines	\$ 4,406
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Bond forfeitures	<u>8,665</u>
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Total	<u>\$ 13,071</u>
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TWENTY-FIFTH JUDICIAL DISTRICT
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PUBLIC DEFENDER'S OFFICE
Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

(4) Changes in Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

	Balance 07/01/17	Additions	Deletions	Balance 06/30/18
Buildings	\$ 59,589	\$ -	\$ -	\$ 59,589
Equipment	51,399	-	(26,765)	24,634
Vehicles	-	-	-	-
Total capital assets	110,988	-	(26,765)	84,223
Less: accumulated depreciation	(68,283)	(2,384)	26,604	(44,063)
Capital assets, net	<u>\$ 42,705</u>	<u>\$ (2,384)</u>	<u>\$ (161)</u>	<u>\$ 40,160</u>

Depreciation expense for the year ended June 30, 2018 was \$2,384.

(5) Pension Plan / GASB 68

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees Retirement System of Louisiana and additions to / deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Summary of Significant Accounting Policies:

The Parochial Employees' Retirement System of Louisiana (the System) prepares its employer pension schedules in accordance with Governmental Accounting Statement No. 68 – *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*. GASB Statement No. 68 establishes standards for measuring and recognizing liabilities, deferred outflows or resources, deferred inflows of resources and expenses / expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense, and amortization periods for deferred inflows and deferred outflows.

TWENTY-FIFTH JUDICIAL DISTRICT
OF THE STATE OF LOUISIANA
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Notes to Basic Financial Statements (Continued)

Basis of Accounting:

The System's employer pension schedules are prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member's earnable compensation is attributed to the employer for which the member is employed as of December 31, 2017.

The System complies with the provisions of GASB Statement No. 67, *Financial Reporting for Pension Plans*, which included specifying the approach of contributing entities to measure pension liabilities for benefits provided through the pension plan.

System Employees:

The System is not allocated a proportionate share of the net pension liability related to its employees. The net pension liability attributed to the System's employees is allocated to the remaining employers based on their respective employer allocation percentage.

Plan Fiduciary Net Position:

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts.

Plan Description:

The Parochial Employees' Retirement System of Louisiana is the administrator of a cost-sharing, multiple employer defined benefit pension plan. The System was established and provided for by R.S. 11:1901 of the Louisiana Revised Statute (LRS).

The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have its own retirement system and which elects to become members of the System.

Benefits Provided:

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

TWENTY-FIFTH JUDICIAL DISTRICT
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Notes to Basic Financial Statements (Continued)

Eligibility Requirements:

All permanent parish government employees (except those employed by Orleans, Lafourche, and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

Retirement Benefits:

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

For employees hired prior to January 1, 2007:

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

For employees hired after January 1, 2007:

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

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

Survivor Benefits:

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

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

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

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Notes to Basic Financial Statements (Continued)

Deferred Retirement Option Plan:

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

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

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

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

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

Disability Benefits:

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

TWENTY-FIFTH JUDICIAL DISTRICT
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Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Cost of Living Increases:

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements.

In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

Employer Contributions:

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2017, the actuarially determined contribution rate was 9.35% of member's compensation for Plan A. However, the actual rate for the fiscal year ending December 31, 2016 was 12.75% for Plan A.

According to state statute, the System also receives one-fourth of one percent of ad valorem taxes collected within respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue in the amount of \$1,635 and excluded from pension expense for the year ended June 30, 2018.

Employer Allocations:

The schedule of employer allocations reports the required projected employer contributions, in addition to the employer allocation percentage. The required projected employer contributions are used to determine the proportionate relationship of each employer to all employers of the 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 pension amounts.

The allocation method used in determining each employer's proportion was based on the employer's contributions to the plan during the fiscal year ended December 31, 2017 as compared to the total of all employers' contributions received by the plan during the fiscal year ended December 31, 2017.

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Notes to Basic Financial Statements (Continued)

Pension liabilities, Pension expense, Deferred outflows of resources, and Deferred inflows of resources related to pensions:

At June 30, 2018, the Public Defender's Office reported an asset of \$16,322 for its proportionate share of the Net Pension Asset. The Net Pension Asset was measured as of December 31, 2017 and the total pension liability used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The Public Defender's Office's proportion of the Net Pension Asset was based on a projection of the Public Defender's Office's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the Public Defender's Office's proportion was 0.021990%, which was a decrease of 0.004215% from its proportion measured as of December 31, 2016.

For the year ended June 30, 2018, the Public Defender's Office recognized pension expense of \$19,924 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$1,818.

At June 30, 2018, the Public Defender's Office reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ -	\$ 10,566
Changes of assumptions	20,601	-
Net difference between projected and actual earnings on pension plan investments	-	37,709
Change in proportion and differences between Employer contributions and proportionate share of contributions	2,737	1,554
Employer contributions subsequent to the measurement date	19,798	-
Total	\$ 43,136	\$ 49,829

Deferred outflows of resources of \$19,798 related to pensions resulting from the Public Defender's Office's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 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:

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Notes to Basic Financial Statements (Continued)

Fiscal Year Ended		
2019	\$	3,523
2020	\$	(1,751)
2021	\$	(13,318)
2022	\$	(14,946)

Actuarial 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.

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

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

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Notes to Basic Financial Statements (Continued)

The discount rate used to measure the total pension liability was 6.75% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contributions rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the 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.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing / diversification. The resulting expected long-term rate of return is 7.62% for the year ended December 31, 2017.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2017 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real Assets	2%	0.12%
Totals	100%	5.62%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.62%

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was 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. The RP-2000 Health Annuitant Sex Distinct Tables (set forward two years for males and set forward one year for females) projected to 2031 using Scale AA was selected for annuitants and beneficiaries. For disabled annuitants, the RP-2000 Disabled Lives Mortality Table set back five

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Notes to Basic Financial Statements (Continued)

years for males and three years for females was selected. For active employees, the RP-2000 Employee Sex Distinct Tables set back four years for males and three years for females was used.

Sensitivity of the employer's proportionate share of the net pension liability to changes in the discount rate:

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.75%, 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 (5.75%) or one percentage point higher (7.75%) than the current rate:

	Changes in discount rate		
	1.0% Decrease	Current Discount Rate	1.0% Increase
	5.75%	6.75%	7.75%
Employer's proportionate share of the net pension liability	\$ 80,473	\$ (16,322)	\$ (102,512)

Change in net pension liability:

The changes in the net pension liability for the year ended December 31, 2017 were recognized in the current reporting period except as follows:

- a. 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 resulted in a deferred inflow of resources in the amount of \$10,566 for the year ended December 31, 2017.
- b. 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. Changes of assumptions or other inputs resulted in a deferred outflow of resources in the amount of \$20,601 for the year ended December 31, 2017.
- c. Differences between projected an actual investment earnings: Differences between projected an actual investment earnings on pension plan investments were recognized

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Notes to Basic Financial Statements (Continued)

in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected an actual investment earnings resulted in a deferred inflow of resources in the amount of \$37,709 for the year ended December 31, 2017.

- d. Change in proportion: Changes in the employer's proportionate shares of the collective net pension liability and collected deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense / (benefit) 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 pensions through the pension plan. The change in proportion resulted in a deferred outflow of resources in the amount of \$2,737 and a deferred inflow of resources in the amount of \$1,554 for the year ended December 31, 2017.

Contributions – Proportionate Share:

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense / (benefit) 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.

Retirement System Audit Report:

The System issued a stand-alone audit report on its financial statements for the year ended December 31, 2017. Access to the audit report can be found on the System's website: www.persla.org, or on the Office of Louisiana Legislative Auditor's official website: www.la.state.la.us.

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.

(6) Deferred Compensation Plan

The Public Defender's Office offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. A third party, the State Mutual Life Assurance Company of America, administers the plan. The plan, which is available to all employees, permits

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Notes to Basic Financial Statements (Continued)

employees to defer a portion of their salaries until future years. The deferred portion is not available to employees until termination, retirement, death or unforeseeable emergency.

The deferred compensation liability and asset are equal to the total cash balances for each participant's account as of June 30, 2018. The Public Defender's Office has no liability for losses under the plan, but does have the duty and due care that would be required of an ordinary prudent investor. The Public Defender's Office intends to honor its moral obligation to the participants implicit in the program. No Public Defender's Office employees are participants in the plan.

(7) Compensated Absences

The Public Defender Office's compensated absences are attributable to governmental activities. The following is a summary of the compensated absences transactions during the year.

	Compensated Absences
Compensated absences payable at June 30, 2017	\$ 6,643
Additions	13,460
Reductions	(8,557)
Compensated absences payable at June 30, 2018	\$ 11,546

General fund sources have been used to liquidate liabilities in prior years.

(8) Act 706-Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Entity Head

Under Act 706, the Public Defender's Office is required to disclose the compensation, reimbursements, benefits, and other payments made to the Public Defender, in which the payments are related to the position. The following is a schedule of payments made to the Public Defender for the year ended June 30, 2018.

Entity head: Clarke Beljean, Chief District Public Defender

Salary	\$ 80,000
Benefits - retirement	9,600
Mileage and expense reimbursement	194
Total	\$ 89,794

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Notes to Basic Financial Statements (Continued)

(9) Governmental Fund Revenues and Expenditures

For the year ended June 30, 2018, the major sources of governmental fund revenues and expenditures were as follows:

Revenues:

State Government

Appropriations - general	\$ 188,802
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Local Government

Statutory fines, forfeitures, fees, court costs, and other	147,619
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Federal Government

Other Grants and Contributions

Charges for Services

Investment Earnings

Miscellaneous

Total Revenues

	-
	-
	-
	-
	2,168
	\$ 338,589

Expenditures:

Personnel Services and Benefits

Salaries	\$ 165,558
Retirement contributions	19,798
Insurance	2,276
Payroll Taxes	2,322
Total	189,954

Professional Development

Operating Costs

Contract services - attorney/legal	120,630
Contract services - other	23,630
Travel - other	204
Insurance	-
Utilities and telephone	2,295
Other	5,270
Total	152,029

Debt Service

Capital Outlay

Total Expenditures

	-
	-
	\$ 341,983

REQUIRED SUPPLEMENTARY INFORMATION

TWENTY-FIFTH JUDICIAL DISTRICT
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Budgetary Comparison Schedule
For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues:				
Fines, forfeitures, and fees	\$ 175,500	136,940	\$ 147,619	\$ 10,679
Operating grants	184,796	188,802	188,802	-
Miscellaneous	750	2,168	2,168	-
Total revenues	361,046	327,910	338,589	10,679
Expenditures:				
Judicial-				
Personnel costs	241,000	186,716	189,954	(3,238)
Court costs	204,991	120,800	120,630	170
Insurance	-	-	-	-
Accounting and audit expense	25,000	23,630	23,630	-
Office expense	23,450	7,593	7,769	(176)
Total expenditures	494,441	338,739	341,983	(3,244)
Deficiency of revenues over expenditures	(133,395)	(10,829)	(3,394)	7,435
Fund balance, beginning	83,033	139,151	139,151	-
Fund balance, ending	\$ (50,362)	\$ 128,322	\$ 135,757	\$ 7,435

See independent accountants' review report.

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Schedule of Employer's Share of Net Pension Liability
For the Year Ended June 30, 2018

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.033576%	\$ 9,195	\$ 190,000	4.84%	99.15%
2016	0.033138%	\$ 87,229	\$ 190,000	45.91%	92.23%
2017	0.026205%	\$ 53,970	\$ 190,000	28.41%	94.15%
2018	0.021990%	\$ (16,322)	\$ 127,708	-12.78%	101.98%

* The amounts presented have a measurement date of December 31st of the previous year.

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

See independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT
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Schedule of Employer Contributions
 For the Year Ended June 30, 2018

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2015	\$ 28,975	\$ 28,975	\$ -	\$ 190,000	15.25%
2016	\$ 26,125	\$ 26,125	\$ -	\$ 190,000	13.75%
2017	\$ 16,266	\$ 16,266	\$ -	\$ 127,708	12.75%
2018	\$ 19,798	\$ 19,798	\$ -	\$ 165,558	11.96%

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

See independent accountants' review report.

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Notes to the Required Supplementary Information
For the Year Ended June 30, 2018

(1) Budgets

The Public Defender's Office adopted a budget as required by Louisiana Revised Statute 39:1301-1316, for the year ending June 30, 2018.

(2) Pension Plan

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 plan.

See independent accountants' review report.

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Schedule of Prior and Current Year Findings and
Management's Corrective Action Plan
For the Year Ended June 30, 2018

I. Prior Year Findings:

Internal Control Over Financial Reporting

Item 2017-001 – Inadequate Segregation of Accounting Functions

Finding: Due to the small number of employees, the Public Defender's Office did not have adequate segregation of functions within the accounting system.

Status: Unresolved. See item 2018-001

Compliance

There were no findings that are required to be reported at June 30, 2017.

Management Letter Items

There are no findings that are required to be reported at June 30, 2017.

II. Current Year Findings and Management's Corrective Action Plan:

Internal Control Over Financial Reporting

Item 2018-001 – Inadequate Segregation of Accounting Functions

Condition and Criteria:

The Public Defender's Office did not have adequate segregation of accounting functions within the accounting system.

Effect:

This condition represents a material weakness in the internal control of the Public Defender's Office.

Cause:

The condition resulted because of the small number of employees in the accounting department.

Recommendation:

No plan is considered necessary due to the fact that it would not be cost effective to implement a plan.

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Schedule of Prior and Current Year Findings and
Management's Corrective Action Plan (continued)
For the Year Ended June 30, 2018

Management's Corrective Action Plan:

Mr. Clarke Beljean, Interim Chief District Public Defender, has determined that it is not feasible to achieve adequate segregation of functions within the accounting department. No plan is considered necessary.

Compliance

There were no findings that are required to be reported at June 30, 2018.

Management Letter Items

There are no findings that are required to be reported at June 30, 2018.

**ATTESTATION REPORT AND
QUESTIONNAIRE**

Champagne & Company, LLC

Certified Public Accountants

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Mr. Clarke Beljean
Chief District Public Defender
Twenty-Fifth Judicial District of the State of Louisiana
Public Defender's Office
Belle Chasse, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's office and the Louisiana Legislative Auditor, on the Public Defender's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2018, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Public Defender's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$30,000, and public works exceeding \$154,450. Compare documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures made during the year which exceeded \$30,000 for materials and supplies, or \$154,450 for public works.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided us with the required list including the noted information.

3. Obtain a list of all employees paid during the period under examination.

Management provided us with the required list.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees' names appear on both lists obtained in procedures 2 and 3.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of employees' or employees' immediate families appeared as vendors on the list of disbursements.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and amended budget.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

The Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office is not required to have meetings as required by R.S. 42:11 through 42:28; therefore, there is no minute book. The budgets were approved by the Chief District Public Defender.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more, or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted revenues by 5% or more and actual expenditures for the year did not exceed budgeted amounts by 5% or more.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and: (a) report whether the six disbursements agree to the amount and payee in the supporting documentation, (b) report whether the six disbursements are coded to the correct fund and general ledger account, and (c) report whether the six disbursements were approved in accordance with management's policies and procedures.

Obtained a list of all disbursements made during the fiscal year. Randomly selected six disbursements and obtained supporting documentation from management. Compared selected disbursements to the supporting documentation noting (a) the disbursements agree to the amount and payee in the supporting documentation, (b) the disbursements are coded to the correct fund and general ledger account, and (c) the disbursements were approved in accordance with management's policies and procedures.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by RS 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

The Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office is not required to have meetings as required by R.S. 42:11 through 42:28; therefore, there are no agendas.

Debt

11. Obtain bank deposits slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Board Commission, and report any exceptions.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We inspected payroll records for the year and noted no instances which would indicate payments to employees that would constitute bonuses, advances, or gifts. The Public Defender's Office does not maintain minutes; therefore, there are no minutes to examine.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Public Defender's office provided for a timely report in accordance with R.S. 24:513.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The management of the Public Defender's Office represented the Public Defender was in compliance with R.S. 24:513 (the audit law). Management further represented that the Public Defender did not enter into any contract that utilized state funds as defined in R.S. 39:72.1 A.(2).

Prior Comments and Recommendations

15. Obtain and report management's representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

See the summary schedule of current and prior year findings and management's corrective action plan for any comments or unresolved matters.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Controller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Public Defender's compliance with the foregoing matters. 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 the Public Defender's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

Champagne & Company, LLC
Certified Public Accountants

Breaux Bridge, Louisiana
December 12, 2018

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

07/13/2018 (Date Transmitted)

CHAMPAGNE & COMPANY, LLC. (CPA Firm Name)

113 EAST BRIDGE STREET (CPA Firm Address)

BREAUX BRIDGE, LA 70517 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2018 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No []

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No []

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No []

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No []

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [] No [] [NA]

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No []

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No []

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No []

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No []

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No []

The previous responses have been made to the best of our belief and knowledge.

Secretary _____ Date _____
Treasurer _____ Date _____
President 7/13/18 Date _____
Chief Defender