
23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2021

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION,
AND ST. JAMES)

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2021

CONTENTS

	<u>Page</u>
<u>INDEPENDENT AUDITORS' REPORT</u>	
Independent Auditors' Report	1 - 2
<u>REQUIRED SUPPLEMENTARY INFORMATION - PART I</u>	
Management's Discussion and Analysis	3 - 9
<u>BASIC FINANCIAL STATEMENTS - PART II</u>	
Statement of Net Position	10
Statement of Activities	11
Balance Sheet - Governmental Fund	12
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	13
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Fund	14
Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities	15
Notes to Financial Statements	16 - 23
<u>REQUIRED SUPPLEMENTARY INFORMATION - PART III</u>	
Budgetary Comparison Schedule - General Fund	24
<u>SUPPLEMENTARY INFORMATION - PART IV</u>	
Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer	25
Justice System Funding Schedule – Receiving Entity as Required by Act 87 (Cash Basis Presentation)	26
<u>OTHER REPORTS REQUIRED BY <i>GOVERNMENTAL AUDITING STANDARDS</i></u>	
Independent Auditors' 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>	27 - 28
Schedule of Findings and Responses	29

INDEPENDENT AUDITORS' REPORT

Honorable Alan J. Robert
23rd Judicial District Public Defender Office
(Parishes of Ascension, Assumption, and St. James)

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of 23rd Judicial District Public Defender Office (the "Public Defender") as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Public Defender'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.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the 23rd Judicial District Public Defender Office as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Budgetary Comparison Schedule information on pages 3 through 9 and 24, respectively, 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the 23rd Judicial District Public Defender Office's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer, and the Justice System Funding Schedule – Receiving Entity are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer and the Justice System Funding Schedule – Receiving Entity 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 supplemental information, described in this paragraph, is 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 a report dated October 14, 2021, on our consideration of the 23rd Judicial District Public Defender Office's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 23rd Judicial District Public Defender Office's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Public Defender's internal control over financial reporting and compliance.

Postlethwaite & Netterville

October 14, 2021
Gonzales, Louisiana

REQUIRED SUPPLEMENTARY INFORMATION – PART I

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

This section of the 23rd Judicial District Public Defender Office's (Public Defender) financial report presents our discussion and analysis of the Public Defender's financial performance during the year ended on June 30, 2021. Please read it in conjunction with the Public Defender's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Public Defender's total net position increased by approximately \$368,700 over the course of the year's operations.
- The Public Defender's revenues were \$368,707 more than the \$1,176,647 expenses incurred for the services that were provided.
- Revenues for the Public Defender's governmental activities increased by 30.3 percent, or approximately \$360,000 to \$1,545,354, while expenses for the year decreased by 1.9 percent, or approximately \$22,400 to \$1,176,647.
- The general fund reported a fund balance of \$572,439, an increase from June 30, 2020 of approximately \$367,400 due to an increase in state funding during the current fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This report consists of four parts—management's discussion and analysis (this section), the financial statements, required supplementary information, and other supplementary information. The basic financial statements include two kinds of statements that present different views of the Public Defender:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Public Defender's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Public Defender's government, reporting the Public Defender's operations in more detail than the government-wide statements.
 - The governmental fund statements tell how general government services were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Public Defender's financial statements, including the portion of the Public Defender's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

Figure A-1

Major Features of Public Defender's Government-wide and Fund Financial Statements

	Fund Statements	
	Government-wide Statements	Governmental Fund
Scope	Entire Public Defender government	The activities of the Public Defender
Required financial statements	<ul style="list-style-type: none"> • Statement of net position • Statement of activities 	<ul style="list-style-type: none"> • Balance sheet • Statement of revenues, expenditures, and changes in fund balance
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received or have otherwise been incurred

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

Government-wide Statements

The government-wide statements report information about the Public Defender as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current period's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Public Defender's net position and how it has changed. Net position—the difference between the Public Defender's total assets and total liabilities—is one way to measure the Public Defender's financial health, or position.

- Over time, increases or decreases in the Public Defender's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Public Defender, you need to consider additional non-financial factors such as the demand for indigent defense.

The government-wide financial statements of the Public Defender include:

- Governmental activities—most of the Public Defender's basic services, such as costs on fines and forfeitures, are included here.

Fund Financial Statements

The fund financial statements provide more detailed information about the Public Defender's most significant funds—not the Public Defender as a whole. Funds are accounting devices that the Public Defender uses to keep track of specific sources of funding and spending for particular purposes.

The Public Defender has one type of fund:

- Governmental fund—All of the Public Defender's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Public Defender's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

FINANCIAL ANALYSIS OF THE PUBLIC DEFENDER AS A WHOLE

Net Position. The Public Defender's net position increased between the year-ended 2021 and 2020 to \$574,559. (See Table A-1)

Table A-1
Public Defender's Net Position

	Governmental Activities	
	2021	2020
Current and other assets	\$ 586,753	\$ 213,842
Capital assets	2,120	824
Total assets	588,873	214,666
Current liabilities	14,314	8,814
Total liabilities	14,314	8,814
Net position		
Net investment in capital assets	2,120	824
Unrestricted	572,439	205,028
Total net position	\$ 574,559	\$ 205,852

Net position of the Public Defender's governmental activities increased approximately 179 percent or \$368,707 during the year. Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by enabling legislation or other legal requirements - changed from \$205,028 at June 30, 2020, to \$572,439 at the end of the current fiscal year.

Changes in Net Position. Total revenues for the Public Defender increased from \$1,185,667 to \$1,545,354 representing an increase of 30.3 percent. (See Table A-2). Approximately 53% of the Public Defender's revenue comes from state funds, distributed by the Louisiana Public Defender Board (LPDB) via the LA Department of Treasury. These funds help the districts stay in good standing and amounts are determined by a formula-based distribution method, which factors in local funding and prior year expenditures. The increase of state funds came from the Louisiana Legislature appropriating more money to the LPDB to assist public defender offices across the state during the pandemic. Due to restrictions contained in the bill, 70% of the total appropriated funds was reserved for the District Assistance Fund (DAF) and was designed to support the district public defender offices. Furthermore, in the wake of Hurricane Laura, the Legislature appropriated an additional \$3 million for the purpose of buying or building office space for district public defender offices.

Total expenses decreased by approximately \$22,400 or 1.9 percent. The Public Defender expenses cover all of the services performed by its office. The decrease in expenses is due to the Public Defender having to layoff attorneys in the beginning of the year due to the uncertainty of the pandemic, as directed by the State Public Defender.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

Governmental Activities

Table A-2
Changes in Public Defender's Net Position

	Governmental Activities	
	2021	2020
Revenues		
Program revenues		
Charges for services	\$ 723,997	\$ 567,720
Interest	641	465
Miscellaneous	6,456	1,377
Intergovernmental	814,260	616,105
Total revenues	1,545,354	1,185,667
Expenses		
Personnel	1,041,704	1,052,969
Other operating	134,943	146,045
Total expenses	1,176,647	1,199,014
Increase (decrease) in net position	\$ 368,707	\$ (13,347)

FINANCIAL ANALYSIS OF THE FUNDS

As the Public Defender completed the year, its governmental funds reported a fund balance of \$572,439, an increase of \$367,411 from last year.

General Fund Budgetary Highlights

Original budgeted revenues were \$971,086 and expenditures were \$1,059,200. The budgeted revenues were increased by \$424,146 to reflect the increase in intergovernmental funds expected to be received from the state. Budgeted expenses were increased by \$113,399 to reflect an increase in personnel fees due to the public defender's ability to fill attorney positions left open from the end of the previous fiscal year due to the COVID-19 pandemic. The final budgeted revenues were \$1,395,232 and expenditures were \$1,172,599.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

CAPITAL ASSETS

Capital Assets

At June 30, 2021, the Public Defender had invested \$2,120 in capital assets. (See Table A-3)

Table A-3
Public Defender's Capital Assets
 (net of depreciation)

	Governmental Activities	
	<u>2021</u>	<u>2020</u>
Furniture & equipment	\$ 9,818	\$ 18,620
Accumulated depreciation	(7,698)	(17,796)
Net capital assets	<u>\$ 2,120</u>	<u>\$ 824</u>

During the current fiscal year, The Public Defender purchased \$1,590 worth of new equipment, and disposed of old furniture and equipment totaling \$10,392, all of which was fully depreciated and no longer in service. Depreciation expense for the year-ended June 30, 2021, was \$294.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Public Defender is dependent on fees from providing criminal legal services for indigent individuals in Ascension, Assumption, and St. James Parishes which equaled approximately 45 percent of its total revenues in the current fiscal year. The economy is not expected to generate any significant growth. The 2021-2022 budget projects an increase in total revenues as the legislature increased the total amount for the State Office of the Public Defender, 65% of which is passed through to the Districts via the Louisiana Board of Public Defenders. Revenues received from the state represent DAF, CINC (Child in Need of Care) funds, and supplemental money to cover the loss of local revenues due to the recent economic conditions and pandemic.

COVID-19 PANDEMIC

The World Health Organization declared the outbreak of the coronavirus (COVID-19) as a global pandemic. The pandemic has negatively impacted the global economy. Locally, funding sources, vendors, and employees could be negatively impacted, all of which is uncertain and cannot be fully predicted. However, the 23rd Judicial District Public Defender Office's revenues increased by approximately 30% in the current fiscal year. The Public Defender does not expect the COVID-19 pandemic to have a materially negative impact on the Public Defender's financial position going forward.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021

CONTACTING THE PUBLIC DEFENDER'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Public Defender's finances and to demonstrate the Public Defender's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Alan J. Robert, P.O. Box 1119, S. Irma Blvd. #102, Gonzales, LA 70737.

BASIC FINANCIAL STATEMENTS – PART II

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
STATEMENT OF NET POSITION
JUNE 30, 2021

ASSETS

	Governmental Activities
Cash	\$ 522,387
Receivables	64,366
Capital assets, net of accumulated depreciation	2,120
TOTAL ASSETS	\$ 588,873

LIABILITIES AND NET POSITION

LIABILITIES

Accounts payable	\$ 3,995
Payroll liabilities	10,319
TOTAL LIABILITIES	14,314

NET POSITION

Net investment in capital assets	2,120
Unrestricted	572,439
TOTAL NET POSITION	574,559

TOTAL LIABILITIES AND NET POSITION	\$ 588,873
---	-------------------

The accompanying notes are an integral part of this financial statement.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

	Program Revenues		Net (Expense) Revenue and Changes in Net Position
Expenses	Charges for Services	Operating Grants	Governmental Unit
<u>FUNCTIONS/PROGRAMS</u>			
Governmental activities:			
General government	\$ 1,176,647	\$ 723,997	\$ -
Total governmental activities	\$ 1,176,647	\$ 723,997	\$ (452,650)
		General Revenues:	
		Intergovernmental	814,260
		Interest	641
		Miscellaneous	6,456
		Total general revenues	821,357
		Change in net position	368,707
		Net position - July 1, 2020	205,852
		Net position - June 30, 2021	\$ 574,559

The accompanying notes are an integral part of this financial statement.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2021

ASSETS

	General Fund
Cash	\$ 522,387
Receivables	64,366
TOTAL ASSETS	\$ 586,753

LIABILITIES AND FUND BALANCES

Liabilities	
Accounts payable	\$ 3,995
Payroll liabilities	10,319
Total liabilities	14,314
Fund balance	
Unassigned	572,439
Total fund balance	572,439
TOTAL LIABILITIES AND FUND BALANCES	\$ 586,753

The accompanying notes are an integral part of this financial statement.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2021

Total fund balance - Governmental Fund	\$ 572,439
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in the governmental fund are not financial resources and therefore, are not reported in the funds.	<u>2,120</u>
Total net position at June 30, 2021 - Governmental Activities	<u><u>\$ 574,559</u></u>

The accompanying notes are an integral part of this financial statement.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2021

	<u>General Fund</u>
<u>REVENUES</u>	
Costs on fines and forfeitures	\$ 701,632
Intergovernmental	814,260
Application fees	22,365
Interest	641
Miscellaneous	6,456
	<u>1,545,354</u>
<u>EXPENDITURES</u>	
General government	
Personnel	1,041,704
Conflict	3,830
Expert witness	750
Office	16,926
Travel and training	12,852
Utilities	7,130
Rent & in-kind rent	18,000
Professional fees	15,983
Insurance	50,877
Repairs	3,207
Miscellaneous	250
Dues & subscriptions	6,434
	<u>1,177,943</u>
Excess of revenues over expenditures	367,411
Fund balance, beginning of year	<u>205,028</u>
Fund balance, end of year	<u><u>\$ 572,439</u></u>

The accompanying notes are an integral part of this financial statement.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
RECONCILIATION OF THE GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

Net change in fund balances - Governmental funds	\$ 367,411
Capital Assets:	
Capital outlay capitalized	1,590
Depreciation expense for the year ended June 30, 2021	<u>(294)</u>
Change in Net Position - Governmental Activities	<u>\$ 368,707</u>

The accompanying notes are an integral part of this financial statement.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

INTRODUCTION

The 23rd Judicial District Public Defender Office (the “Public Defender” or “Public Defender Office”) was created according to the Louisiana Revised Statute 15:141. This statute was passed in 2007 by the Louisiana Public Defender Act (Act No. 307) which dissolved local indigent boards and transferred all supervisory responsibilities to the Louisiana Public Defender Board (LPDB). The purpose of the Public Defender is to provide adequate legal representation of indigent persons charged with committing criminal offenses.

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the 23rd Judicial District Public Defender Office 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.

B. REPORTING ENTITY

For financial reporting purposes, in conformance with GASB Codification Section 2100, the Public Defender Office is a subdivision of the State, under the direction of the LPDB. The LPDB, pursuant to the La. R.S. 15:161(H), establishes the District Defender’s salary and various other oversight duties. However, hiring, firing and salaries for employees and contract workers within each district is the responsibility of the District Defender. The Louisiana Public Defender Board is financially independent and operates autonomously from the State of Louisiana and is independent from the district court system. Therefore, the Public Defender Office reports as a reporting entity, not as a component unit and these special purpose financial statements include only the transactions of the Public Defender Office.

C. FUND ACCOUNTING

The Public Defender Office uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Public Defender functions and activities. A fund is designed as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the Public Defender’s general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the funds which they will be paid. The difference between a governmental fund’s assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Public Defender. The following are the Public Defender’s governmental funds:

General Fund- the primary operating fund of the Public Defender and it accounts for all financial resources except those required to be accounted for in other funds. The General Fund is available for any purpose and is expended or transferred in accordance with state and federal laws and according to Public Defender policy.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of Public Defender operations.

The amounts reflected in the General Fund use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Public Defender considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred except for interest and principal payments on general long term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the Public Defender as a whole. These statements include all the financial activities of the Public Defender. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*.

Program Revenues - Program revenues included in the statement of activities (in the charges for services column) are derived directly from Public Defender users as a fee for services; program revenues reduce the cost of the function to be financed directly from the Public Defender's general revenues.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. BUDGETS AND BUDGETARY ACCOUNTING

Budgetary procedures applicable to the District are defined in state law, R.S. 39:1301-1315. The major requirements of the Local Government Budget Act are summarized as follows:

1. The Public Defender prepares an operating budget for the general fund at least fifteen days prior to the commencement of the budgetary year end. The operating budgets include proposed expenditures and the means of financing them for the upcoming year.
2. The budget is made available for public inspection for a fifteen-day period prior to a public hearing held to obtain taxpayer comment.
3. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP).
4. The budget is adopted at the public hearing and is authorized for implementation on the first day of the calendar year.
5. All annual appropriations lapse at year end.

F. CASH AND CERTIFICATES OF DEPOSIT

Cash includes amounts in demand deposits and time deposits. The Public Defender considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Under state law, the Public Defender may deposit funds in demand deposits, interest bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. DONATED SERVICES

Donated services, in the form of monthly rent of office space, is reflected as contributions in-kind (miscellaneous revenue) and general government expenditures (rent) on the accompanying financial Statement of Activities and Statement of Revenues, Expenditures, and Changes in Fund Balance – Government Fund. The in-kind monthly rent value is based on the fair market value of equivalent building space. See Note 5 for more details.

H. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Public Defender maintains a threshold level of \$250 or more for capitalizing capital assets.

Capital assets and depreciation expense is recorded in the statement of net position and statement of activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 7 years.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. 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 revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

J. NET POSITION IN THE GOVERNMENT-WIDE FINANCIAL STATEMENTS

For the government-wide statement of net position, the net position amount is classified and displayed in three components:

Net investment in capital assets – This component 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 that are attributable to the acquisition, construction, or improvement of those capital assets. At year end, the Public Defender did not have any borrowings that were related to capital assets.

Restricted net position – This component consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws, or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position – This component consists of all other net position that do not meet the definition of “restricted” or “net investment in capital assets”.

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

K. FUND EQUITY OF FUND FINANCIAL STATEMENTS

Non-spendable- represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

Restricted- represents balances where constraints have been established by parties outside the Public Defender’s office or imposed by law through constitutional provisions or enabling legislation.

Committed- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Public Defender.

Assigned- represents balances that are constrained by the Public Defender’s intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned- represents balances for which there are no constraints.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

K. FUND EQUITY OF FUND FINANCIAL STATEMENTS (continued)

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Public Defender reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Public Defender reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

L. CURRENT ACCOUNTING STANDARDS SCHEDULED TO BE IMPLEMENTED

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the Public Defender's financial report:

GASB Statement 87, *Leases*. This standard will require all leases to be reported on the statement of net position under a single accounting model for both lessors and lessees. The statement will require the recognition of lease assets or liabilities for leases previously reported as operating leases. Both operating and capital leases will be reported under this single accounting method and reported by lessees as an intangible right to use an asset and by lessors as a receivable with both reporting a deferred inflow of resources. Consistent with GASB Statement 95, *Postponement of the Effective Date of Certain Authoritative Guidance*, the standard is effective for annual reporting periods beginning after June 15, 2021. The Public Defender will include the requirements of this standard, as applicable, in its June 30, 2022 financial statements. All of the Public Defender's lease agreements will need to be evaluated to determine the impact of implementing this standard; however, the effect of this standard or its applicability to the Public Defender is unknown at this time.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

2. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year-ended June 30, 2021, are as follows:

		Furniture & Equipment
Cost of Capital Assets, June 30, 2020	\$	18,620
Additions		1,590
Disposals		(10,392)
Cost of Capital Assets, June 30, 2021	\$	9,818
Accumulated Depreciation, June 30, 2020	\$	17,796
Additions		294
Disposals		(10,392)
Accumulated Depreciation, June 30, 2021	\$	7,698
Total	\$	2,120

For the year ended June 30, 2021, depreciation expense was \$294.

3. CASH

At June 30, 2021 the Public Defender had cash on demand of \$522,387.

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value for the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

Custodial Credit Risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. As of June 30, 2021, the bank balance was not exposed to custodial credit risk.

4. LITIGATIONS AND CLAIMS

There was no pending or threatened litigation against the 23rd Judicial District Public Defender as of June 30, 2021 that is not covered by insurance or is likely to result in a successful judgment against the Public Defender Office.

5. OPERATING LEASE AND DONATED RENT

The Public Defender leased office space under an agreement for which they paid \$1,500 per month from July 1, 2020 to February 28, 2021. Under this lease, the Public Defender paid \$12,000 for the 8-month period. As of March 1, 2021, the Public Defender moved into a new office space housed in the Ascension Parish Courthouse, located in Gonzales, Louisiana. Under this new lease agreement, the monthly rent and utilities are paid for by the Parish of Ascension. The donated office space is recorded as in-kind rent revenue and expense at the fair market value of \$1,500 per month. The in-kind rent for the period of March 1, 2021 – June 30, 2021 was \$6,000. Total rent, including in-kind rent expense, was \$18,000 for the year ended June 30, 2021.

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

6. GOVERNMENTAL FUND REVENUES AND EXPENDITURES

For the year ended June 30, 2021, the major sources of governmental fund revenues and expenditures were as follows:

REVENUES:

State Government

Appropriations - general	\$ 759,257	
Appropriations - special	55,003	
Revenue sharing	-	
Grants	-	
On-behalf payments	-	
Other	-	
Total	<hr/>	814,260

Local Government

Appropriations - general	-	
Appropriations - special	-	
Grants	-	
Statutory fines, forfeitures, fees, court costs, and other	701,632	
Taxes - millages, sales, special, and other	-	
Criminal court fund	-	
On-behalf payments	-	
Other	-	
Total	<hr/>	701,632

Federal Government

Grants - direct	-	
Grants - indirect (passed-through state)	-	
Total	<hr/>	-

Other Grants and Contributions

Non-profit organizations	-	
Private organizations	-	
Corporate	-	
Other	-	
Total	<hr/>	-

Charges for Services 22,365

Investment Earnings 641

Miscellaneous

6,456

Total Revenues

\$ 1,545,354

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

6. GOVERNMENTAL FUND REVENUES AND EXPENDITURES (continued)

EXPENDITURES:

Personnel Services and Benefits

Salaries	\$ 972,155	
On-behalf payments - salaries	-	
Retirement contributions	-	
On-behalf payments - retirement	-	
Insurance	-	
On-behalf payments - insurance	-	
Payroll taxes	20,049	
Other	49,500	
Total	-	1,041,704

Professional Development

Dues, licenses, and registrations	1,314	
Travel	12,521	
Other	-	
Total	-	13,835

Operating Costs

Library and research	5,120	
Contract services - attorney/legal	15,983	
Contract services - other	4,580	
Lease - office	18,000	
Lease - autos and other	-	
Travel - transportation	331	
Travel - other (conferences/seminars)	-	
Insurance	50,877	
Supplies	16,926	
Repairs and maintenance	3,207	
Utilities and telephone	7,130	
Other	250	
Total	-	122,404

Debt Service

-

Capital Outlay

-

Total Expenditures

\$ 1,177,943

REQUIRED SUPPLEMENTARY INFORMATION – PART III

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2021

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>REVENUES</u>				
Costs on fines and forfeitures	\$ 685,111	\$ 759,257	\$ 701,632	\$ (57,625)
Intergovernmental	265,000	615,000	814,260	199,260
Application fees	20,000	20,000	22,365	2,365
Interest	675	675	641	(34)
Miscellaneous	300	300	6,456	6,156
Total Revenues	<u>971,086</u>	<u>1,395,232</u>	<u>1,545,354</u>	<u>150,122</u>
<u>EXPENDITURES</u>				
Personnel	939,800	1,039,799	1,041,704	(1,905)
Investigations	-	3,000	-	3,000
Conflict	-	-	3,830	(3,830)
Expert witness	-	4,000	750	3,250
Office	15,000	12,000	16,926	(4,926)
Travel and training	12,000	12,000	12,852	(852)
Utilities	6,500	6,000	7,130	(1,130)
Rent & in-kind rent	13,500	13,500	18,000	(4,500)
Professional fees	23,000	20,000	15,983	4,017
Insurance	43,400	52,800	50,877	1,923
Repairs	-	3,000	3,207	(207)
Miscellaneous	-	-	250	(250)
Dues and subscriptions	6,000	6,500	6,434	66
Total Expenditures	<u>1,059,200</u>	<u>1,172,599</u>	<u>1,177,943</u>	<u>(5,344)</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(88,114)	222,633	367,411	144,778
Fund Balance, July 1, 2020	<u>205,028</u>	<u>205,028</u>	<u>205,028</u>	<u>-</u>
Fund Balance, June 30, 2021	<u>\$ 116,914</u>	<u>\$ 427,661</u>	<u>\$ 572,439</u>	<u>\$ 144,778</u>

SUPPLEMENTARY INFORMATION – PART IV

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS
TO CHIEF EXECUTIVE OFFICER
FOR THE YEAR ENDED JUNE 30, 2021

Chief Executive Officer: Alan J. Robert, District Defender

<u>Purpose</u>	<u>Amount</u>
Salary, including incentive and bonus	\$ 110,000
Benefits-insurance	8,326
Cell phone reimbursements	1,209
Continuing professional education fees	125
Dues	535
Travel	5,271
Total	<u>\$ 125,466</u>

23RD JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
FOR THE YEAR ENDED JUNE 30, 2021

This schedule was prescribed by the Louisiana Legislative Auditor's Office as required
by Act 87 of the 2020 Regular Session

Cash Basis Presentation	First Six Month Period Ended 12/31/2020	Second Six Month Period Ended 06/30/2021
Receipts From:		
<i>Ascension Parish Sheriff, Court Costs</i>	\$ 123,647	\$ 125,621
<i>Ascension Parish Sheriff, Bonding Fees</i>	57,010	74,444
<i>Assumption Parish Sheriff, Court Costs</i>	38,336	52,719
<i>Assumption Parish Sheriff, Bonding Fees</i>	24,022	37,382
<i>St. James Parish Sheriff, Court Costs</i>	32,730	26,750
<i>St. James Parish Sheriff, Bonding Fees</i>	9,171	11,052
<i>Ascension Parish Sheriff (Donaldsonville), Court Costs</i>	14,496	20,550
<i>Ascension Parish Sheriff (Donaldsonville), Bonding Fees</i>	676	273
<i>Town of Gramercy, Court Costs</i>	880	1,090
<i>Town of Gramercy, Bonding Fees</i>	-	-
<i>City of Gonzales, Court Costs</i>	14,220	22,365
<i>City of Gonzales, Bonding Fees</i>	-	-
<i>Town of Sorrento, Court Costs</i>	1,125	720
<i>Town of Sorrento, Bonding Fees</i>	27	-
<i>Other - Other</i>	10,658	10,951
Total Receipts	\$ 326,998	\$ 383,917
Ending Balance of Amounts Assessed but Not Received	\$ -	\$ -

See accompanying independent auditors' report.

**INDEPENDENT AUDITORS' 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 Alan J. Robert
23rd Judicial District Public Defender Office
(Parishes of Ascension, Assumption, and St. James)

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 and the major fund of the 23rd Judicial District Public Defender Office (the “Public Defender”), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Public Defender’s basic financial statements, and have issued our report thereon dated October 14, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Public Defender’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 Public Defender’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Public Defender’s internal control.

A deficiency in internal controls 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 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 Public Defender’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 did 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.

Postlethwaite & Netterville

October 14, 2021
Gonzales, Louisiana

23RDJUDICIAL DISTRICT PUBLIC DEFENDER OFFICE
(PARISHES OF ASCENSION, ASSUMPTION, AND ST. JAMES)

SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2021

A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expresses an unmodified opinion on the basic financial statements of the 23rd Judicial District Public Defender Office.
2. No material weaknesses in internal control over financial reporting were identified for the year ended June 30, 2021.
3. No instances of noncompliance material to the financial statements of the 23rd Judicial District Public Defender Office were disclosed during the audit for the year ended June 30, 2021.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS - COMPLIANCE WITH STATE LAWS AND REGULATIONS

None