

Financial Report

*Twenty-Fifth Judicial District Office
of the Public Defenders
Belle Chasse, Louisiana*

June 30, 2025

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Twenty-Fifth Judicial District
Office of the Public Defenders,
Belle Chasse, Louisiana.

Opinions

We have audited the accompanying financial statements of the governmental activities and the General Fund of the Twenty-Fifth Judicial District Office of the Public Defenders (the "Office"), as of and for the year ended June 30, 2025 and related notes to the financial statements, which collectively comprise the Office's basic financial statements as listed in the table of contents.

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 General Fund of the Twenty-Fifth Judicial District Office of the Public Defenders as of June 30, 2025, and the respective changes in financial position thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Office and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Office's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently know information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud and error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Office's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, which raise substantial doubt about the Office's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the Schedule of the Office's Proportionate Share of the Net Pension Liability (Asset) and Schedule of the Office's Contributions on pages 5 through 9, 31, and 32, respectively, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considered it to be an essential part of the 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Office's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, on page 34, and the Justice System Funding Schedule - Receiving Entity as Required by Act 87 of the 2020 Regular Legislative Session, on page 35, 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 Agency Head or Chief Executive Officer is required by Louisiana Revised Statute 24:513(A)(3). Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This 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 information 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 our report dated December 17, 2025, on our consideration of the Office's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Office's internal control over reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Office's internal control over financial reporting and compliance.

Bougeois Bennett, L.L.C.

Certified Public Accountants.

New Orleans, Louisiana,
December 17, 2025.

MANAGEMENT’S DISCUSSION AND ANALYSIS

Twenty-Fifth Judicial District Office of the Public Defenders

Belle Chasse, Louisiana

June 30, 2025

The Management’s Discussion and Analysis of the Twenty-Fifth Judicial District Office of the Public Defenders (the “Office”) financial performance presents a narrative overview and analysis of the Office’s financial activities for the year ended June 30, 2025. This document focuses on the current period’s activities, resulting changes, and currently known facts. Please read this document in conjunction with the basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

The Office’s assets and deferred out flows of resources exceeded its liabilities and deferred inflows of resources at the close of the year ended June 30, 2025 by \$552,063 (net position), which represents a 69.14% increase as compared to the year ended June 30, 2024.

The Office’s revenues for the year ended June 30, 2025 increased by \$145,297 (or 29.83%) as compared to the year ended June 30, 2024. This is principally due to increases in fines, forfeitures, and fees and operating grants.

The Office’s expenses for the year ended June 30, 2025 increased by \$6,235 (or 1.56%) as compared to the year ended June 30, 2024. This was due to increases in contracted services.

The Office did not have any funds with deficit fund balances.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Office’s basic financial statements. The Office’s financial report consists of three parts: (1) management’s discussion and analysis (this section), (2) basic financial statements, and (3) special reports by certified public accountants and management.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

The basic financial statements include two kinds of statements that present different views of the Office:

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Office's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of the Office's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Office is improving or deteriorating. The Statement of Activities presents information showing how the Office's net assets change during each fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activity of the Office is to provide legal defense to indigents.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Office are governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Office maintains one individual governmental fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund. The Office adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 10 through 14 of this report.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found in Exhibit F of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net assets may serve over time as a useful indicator of the Office's financial position. As of June 30, 2025, assets exceeded liabilities by \$552,063.

Condensed Statements of Net Position

	<u>June 30,</u> <u>2025</u>	<u>June 30,</u> <u>2024</u>	<u>Dollar</u> <u>Change</u>
Current and other assets	\$ 540,193	\$ 310,973	\$ 229,220
Net pension asset	<u>4,054</u>	<u>-</u>	<u>4,054</u>
Total assets	<u>544,247</u>	<u>310,973</u>	<u>233,274</u>
Deferred outflows of resources	<u>13,138</u>	<u>46,426</u>	<u>(33,288)</u>
Total assets and deferred outflows of resources	<u>557,385</u>	<u>357,399</u>	<u>199,986</u>
Current liabilities	1,855	989	866
Long-term liabilities	<u>-</u>	<u>20,800</u>	<u>(20,800)</u>
Total liabilities	<u>1,855</u>	<u>21,789</u>	<u>(19,934)</u>
Deferred inflows of resources	<u>3,467</u>	<u>9,207</u>	<u>(5,740)</u>
Total liabilities and deferred inflows of resources	<u>5,322</u>	<u>30,996</u>	<u>(25,674)</u>
Net position:			
Unrestricted	<u>\$ 552,063</u>	<u>\$ 326,403</u>	<u>\$ 225,660</u>

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)**Governmental Activities**

Governmental activities increased the Office's net position by \$225,660. Key elements of this increase are:

	<u>For the Year Ended June 30, 2025</u>	<u>For the Year Ended June 30, 2024</u>	<u>Dollar Change</u>	<u>Total % Change</u>
Revenues:				
Fines, forfeitures, and fees	\$ 315,314	\$ 204,626	\$ 110,688	54.09%
Operating grants	315,942	282,484	33,458	11.84%
Other revenues	1,151	-	1,151	100.00%
Total revenues	<u>632,407</u>	<u>487,110</u>	<u>145,297</u>	<u>29.83%</u>
Expenses:				
General governmental	<u>406,747</u>	<u>400,512</u>	<u>6,235</u>	<u>1.56%</u>
Increase in net position	225,660	86,598	139,062	160.58%
Net position beginning of year	<u>326,403</u>	<u>239,805</u>	<u>86,598</u>	<u>36.11%</u>
Net position end of year	<u>\$ 552,063</u>	<u>\$ 326,403</u>	<u>\$ 225,660</u>	<u>69.14%</u>

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Office uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Office's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Office's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the current year. As of June 30, 2025, the Office's governmental funds reported a combined ending fund balance of \$538,338, an increase of \$228,354 in comparison with the prior year that is available for spending at the Office's discretion.

General Fund Budgetary Highlights

During the year ended June 30, 2025, actual revenues were more than budgeted revenues and actual expenditures were less than budgeted expenditures. Fines, forfeitures, and fees were more than anticipated by \$108,614, and contract services were \$9,326 less than anticipated.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGET AND RATES

The Office considered the following factors and indicators when setting next year’s budget, rates, and fees. These factors and indicators include:

- Revenues were budgeted on the assumption that fines, forfeitures, and fees, and grant fees would increase in 2026.
- Expenses were budgeted based on the assumption that expenses would decrease in 2026.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Office’s finances for all those with an interest in the Office’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District Public Defender of the Twenty-Fifth Judicial District Office of the Public Defenders, 301 Main St., Second Floor, Belle Chasse, LA 70037.

**STATEMENT OF NET POSITION AND
GOVERNMENTAL FUND BALANCE SHEET**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the year ended June 30, 2025

	General Fund	Adjustments (Exhibit B)	Statement of Net Position
Assets			
Cash	\$ 493,462	\$ -	\$493,462
Due from other governmental units	46,731	-	46,731
Net pension asset	-	4,054	4,054
Total assets	540,193	4,054	544,247
Deferred Outflows of Resources			
	-	13,138	13,138
Total assets and deferred outflows of resources	\$ 540,193	17,192	557,385
Liabilities			
Accounts payable and accrued expenditures	\$ 1,855	-	1,855
Deferred Inflows of Resources			
	-	3,467	3,467
Total liabilities and deferred inflows of resources	1,855	3,467	5,322
Fund Balance/Net Position			
Fund balance - unassigned	538,338	(538,338)	-
Total liabilities and fund balance	\$ 540,193	(534,871)	5,322
Net position:			
Unrestricted		552,063	552,063
Total net position		\$552,063	\$552,063

See notes to financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUND
BALANCE SHEET TO THE STATEMENT OF NET POSITION**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the year ended June 30, 2025

Fund Balance - Governmental Fund	\$538,338
Amounts reported for governmental activities in the statement of net position are different because:	
Long-term assets are not financial resources and, therefore, are not reported in the governmental fund.	
Net pension asset	4,054
Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.	13,138
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in governmental funds.	<u>(3,467)</u>
Net Position of Governmental Activities	<u><u>\$552,063</u></u>

See notes to financial statements.

**STATEMENT OF ACTIVITIES AND STATEMENT OF
GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the year ended June 30, 2025

	General Fund	Adjustments (Exhibit D)	Statement of Activities
Revenues			
Fines, forfeitures, and fees	\$315,314	\$ -	\$315,314
Intergovernmental			
Operating grants	315,942	-	315,942
Other revenues	1,151	-	1,151
Total revenues	632,407	-	632,407
Expenditures/Expenses			
General government:			
Personnel services and benefits	37,119	2,694	39,813
Contract services	312,174	-	312,174
Professional services	45,017	-	45,017
Office expense	9,743	-	9,743
Total expenditures/expenses	404,053	2,694	406,747
Excess of Revenue over Expenditures	228,354	(228,354)	-
Change in Net Position	-	225,660	225,660
Fund Balance/Net Position			
Beginning of year	309,984	16,419	326,403
End of year	\$538,338	\$ 13,725	\$552,063

See notes to financial statements.

**RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL
FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE TO THE STATEMENT OF ACTIVITIES**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the year ended June 30, 2025

Net Change in Fund Balance - Governmental Fund	\$228,354
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Amounts reported for governmental activities in the statement of activities are different because:

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Pension expense	<u>(2,694)</u>
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Change in Net Position of Governmental Activities	<u><u>\$225,660</u></u>
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See notes to financial statements.

**STATEMENT OF GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - GENERAL FUND**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the year ended June 30, 2025

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues				
Fines, forfeitures, and fees	\$ 174,500	\$ 206,700	\$ 315,314	\$ 108,614
Intergovernmental				
Operating grants	272,093	315,942	315,942	-
Other revenues	-	-	1,151	1,151
Total revenues	446,593	522,642	632,407	109,765
Expenditures				
General government:				
Personnel services and benefits	78,400	39,500	37,119	2,381
Contract services	361,500	321,500	312,174	9,326
Professional services	42,000	42,000	45,017	(3,017)
Office expense	16,900	14,500	9,743	4,757
Total expenditures/capital outlay	498,800	417,500	404,053	13,447
Excess (Deficiency) of Revenues Over Expenditures				
	(52,207)	105,142	228,354	\$ 96,318
Fund Balance				
Beginning of year	293,438	309,984	309,984	
End of year	\$ 241,231	\$ 415,126	\$ 538,338	

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS**Twenty-Fifth Judicial District Office of the Public Defenders**
Belle Chasse, Louisiana

June 30, 2025

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Twenty-Fifth Judicial District Office of the Public Defenders (the “Office”) established in compliance with Louisiana Revised Statutes 15:146 et seq., provides counsel to represent indigents (needy individuals) in criminal, quasi-criminal, juvenile, municipal and traffic cases at the District Court level. The judicial district encompasses the Parish of Plaquemines, Louisiana. All duties and responsibilities for the management of the personnel, property, and funds will by virtue of Act 307 transfer to the Chief Public Defender who will then be referred to as District Public Defender. Revenues to finance the Office’s operations are derived from district assistance funds, court costs on fines imposed by the various courts within the district and other fees.

The accounting policies of the Twenty-Fifth Judicial District Office of the Public Defenders conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

a. Reporting Entity

The Office has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

The Office is operated by the District Public Defender. The District Public Defender’s authority is contingent upon the approval of the Louisiana Public Defender Board (the “Board”) and the Board may relieve the District Public Defender of his duties.

b. Basis of Presentation

The Office’s basic financial statements consist of the government-wide statements on all activities of the Office and the governmental fund financial statements.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Basis of Presentation (Continued)

Government-Wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Office. The government-wide presentation focuses primarily on the sustainability of the Office as an entity and the change in aggregate financial position resulting from the activities for the fiscal period. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

Fund Financial Statements:

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of GASB Statement No. 34. Emphasis is now on major funds in governmental categories. The daily accounts and operations of the Office continue to be organized on the basis of a fund and account group, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following is the governmental fund of the Office:

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

c. Measurement Focus and 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.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Measurement Focus and Basis of Accounting (Continued)

Fund Financial Statements

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting.

Revenues

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For this purpose, the Office considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Court costs on fines and forfeitures imposed by the Office and courts, reported as service fees, are recorded in the year they are collected by intermediate collectors. Fees from indigents are recorded when available. Interest income on cash balances is recorded as revenue when the income is available. Grants and miscellaneous revenues are recorded as revenues when received in cash by the Office because they are generally not measurable until actually received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Allocations of cost such as depreciation are not recognized in the governmental funds.

d. Use of Estimates

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

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e. Operating Budgetary Data

As required by the Louisiana Revised Statutes 39:1303, the Office adopted a budget for the General Fund. For budgets exceeding \$500,000, the budgetary practices include public notice of the proposed budget, public inspection, and a public hearing on the budget prior to adoption. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the District Public Defender. All budgeted amounts which are not expended, or obligated through contracts, lapse at year-end.

The General Fund budget is adopted on a basis of accounting principles generally accepted in the United States of America.

The General Fund budget presentation is included in the basic financial statements.

f. Accounts Receivable

The financial statements of the Office contain no allowance for bad debts. Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available, which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the funds.

g. Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenses/expenditures) until then. In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then.

h. Pensions

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

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i. Compensated Absences

Employees who have been employed by the Office for 1 to 5 years receive 2 weeks of paid vacation, for 6 to 10 years receive 3 weeks of paid vacation, for 11 to 15 years receive 4 weeks of paid vacation, for 16 to 20 years receive 5 weeks of paid vacation, for 21 to 25 years receive 6 weeks of paid vacation and over 26 years receive 7 weeks of paid vacation. Employees who have been employed by the Office for 1 to 5 years receive 10 sick days annually, for 6 to 10 years receive 12 sick days annually, for 11 to 15 years receive 15 sick days annually, for 16 to 20 years receive 20 sick days annually, for 21 to 25 years receive 25 sick days annually, and over 26 years receive 30 sick days annually. Vacation and sick leave can be carried over each year. Sick days can be carried over up to 250 hours. Upon termination, all unused vacation time is payable at the hourly rate being earned by that employee at separation. As of June 30, 2025, the Office had no compensated absences liability.

j. Fund Equity

Government-Wide Statements:

Equity is classified as net assets and displayed in three components:

- a. Invested 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 that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets - Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets - All other net assets that do not meet the definition of “restricted” or “invested in capital assets”.

When both restricted and unrestricted resources are available for use, it is the Office’s policy to use restricted resources first, then unrestricted resources as they are needed. As of June 30, 2025 and for the year then ended, the Office did not have or receive restricted net assets.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Fund Equity (Continued)

Fund Financial Statements:

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. There was no nonspendable fund balance as of June 30, 2025.

Restricted - amounts that can be spent only for a specific purpose because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributions, or the laws or regulations of other governments. There was no restricted fund balance as of June 30, 2025.

Committed - amounts that can be used only for specific purposes determined by a formal decision of the Office. There was no committed fund balance as of June 30, 2025.

Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for a specific purpose. There was no assigned fund balance as of June 30, 2025.

Unassigned - all other spendable amounts.

For classification of Governmental Fund balances, the Office considers expenditures to be made from the most restrictive first when more than one classification is available. The Office's fund balance as of June 30, 2025 totaled \$538,338, all of which was classified as unassigned.

k. New Pronouncements

During the year ended June 30, 2025, the Office implemented the following GASB Statements:

Statement No. 101, "*Compensated Absences*" provides guidance to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This Statement did not affect the financial statements.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. New Pronouncements (Continued)

Statement No. 102, “*Certain Risk Disclosures*” defines concentrations and constraints. The Statement also requires governments to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. Additional disclosures are to be included if reporting criteria is met which will provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints. This Statement did not affect the financial statements.

The GASB has issued the following Statements which will become effective in future years as shown below:

Statement No. 103, “*Financial Reporting Model Improvements*” provides guidance to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government’s accountability. The Statement establishes new or modifies existing requirements related to Management’s Discussion and Analysis (MD&A), unusual or infrequent items, presentation of proprietary fund statement of revenues, expenses, and changes in fund net position, information about major component units in basic financial statements, and budgetary comparison information. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 104, “*Disclosure of Certain Capital Assets*” provides users of government financial statements with essential information about certain types of capital assets. This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets recognized in Statement No. 87, and intangible right-to-use assets recognized in accordance with Statement No. 94, should be disclosed separately by major class of underlying asset in the capital asset note disclosure. Subscription assets recognized in accordance with Statement No. 96 also should be separately disclosed. This Statement also requires additional disclosure for capital assets held for sale. A capital asset is a capital asset held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Management has yet to determine the effect of this Statement on the financial statements.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Subsequent Events

The Office evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through December 17, 2025, which is the date the financial statements were available to be issued.

Note 2 - DEPOSITS AND INVESTMENTS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or other federally insured investments, certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, guaranteed investments contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

Bank Deposits:

State law requires deposits (cash) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance, and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or with a trust company for the account of the political subdivision.

The bank balance and reported amounts of cash as of June 30, 2025 are as follows:

	<u>Bank Balances</u>	<u>Reported Amount</u>
Cash	<u>\$ 513,284</u>	<u>\$ 493,462</u>

Custodial credit risk is the risk that in the event of a bank failure, the Office's deposits may not be returned to it. The Office has a written policy for custodial credit risk. As of June 30, 2025, \$263,284 of the Office's bank balances of \$513,284 was exposed to custodial credit risk because it was not fully covered by FDIC insurance.

Note 2 - DEPOSITS AND INVESTMENTS (Continued)

Bank Deposits: (Continued)

As of June 30, 2025, cash was adequately collateralized in accordance with state law by securities held by unaffiliated banks for the account of the Office. The GASB, which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Note 3 - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units as of June 30, 2025, consisted of the following:

Plaquemines Parish Sheriff	<u>\$ 46,731</u>
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The amount due from the Plaquemines Parish Sheriff is for fines and fees collected.

Note 4 - ACCOUNTS PAYABLE AND ACCRUED EXPENDITURES

Accounts payable and accrued expenditures as of June 30, 2025, consisted of the following:

Payroll liabilities	<u>\$ 1,855</u>
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Note 5 - GOVERNMENTAL FUND REVENUES AND EXPENDITURES

For the year ended June 30, 2025, the major sources of governmental fund revenues and expenditures were as follows:

Revenues:	
State government:	
Appropriations - general	\$ 315,942
Local government:	
Statutory fines, fees, court costs, and other	315,314
Other revenues	<u>1,151</u>
Total revenues	<u><u>\$ 632,407</u></u>
 Expenditures:	
Personnel services and benefits:	
Salaries	\$ 33,094
Retirement contributions	3,699
Payroll taxes	<u>326</u>
Total personnel services and benefits	<u>37,119</u>
Operating costs:	
Contract services - attorney/legal	312,174
Contract services - other	44,594
Travel - other	750
Utilities and telephone	2,023
Other	<u>7,393</u>
Total operating costs	<u>366,934</u>
Total expenditures	<u><u>\$ 404,053</u></u>

Note 6 - PENSION PLAN

Plan Description. The Office contributes to Plan A of the System, a cost-sharing, multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the State of Louisiana or any governing body or a parish which employs persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the “regular plan” and the “supplemental plan”. Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The System is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2025, specifically and other general laws of the State of Louisiana.

Note 6 - PENSION PLAN (Continued)

Benefits Provided. The System provides retirement, deferred retirement, disability, and death benefits. Retirement benefits are generally equal to 3.0% of the member's final average compensation multiplied by the years of creditable service. For members hired prior to January 1, 2007 they may retire at any age upon completing 30 years of credible service, retire at age 55 after completing 25 years of credible service, retire at age 60 after completing ten years of credible service or retire at age 65 after completing seven years of credible service. For members hired after January 1, 2007 they may retire with full benefits at age 55 after completing 30 years of service, retire at age 62 after completing ten years of service or retire at age 67 after completing seven years of service. Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the System. When a member enters DROP their status changes from active to retired even though they continue to work and draw their salary for up to three years. During the three year period, employer contributions continue but employee contributions cease. The election to participate in DROP is irrevocable once participation begins. The monthly retirement benefits are paid into the DROP Fund. Upon termination of employment a participant in DROP may receive a lump sum equal to payments into the participant's account, an annuity, or a roll over to an Individual Retirement Account. Members hired before January 1, 2007 with five or more years of credible service who becomes disabled may receive disability benefits determined in the same manner as retirement benefits. Members hired after January 1, 2007 with seven or more years of credible service who become disabled may receive disability benefits determined in the same manner as retirement benefits. Death benefits are payable to eligible surviving dependents based on the deceased member's years of creditable service and compensation and the dependent's relationship to the deceased member. The System provides permanent benefit increases, cost of living adjustments (COLA) as approved by the Louisiana State Legislature.

Contributions. According to state statute, contributions for all employers are actuarially determined each year. For the plan year ending December 31, 2024, the actuarial employer contribution rate was 7.34% of member's compensation. However, the actual rate for the plan year ending December 31, 2024 was 11.50%.

According to state statute, the System also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The 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.

Contributions to the System from the Office were \$3,767 for the year ended June 30, 2025.

Note 6 - PENSION PLAN (Continued)

Pension Asset. As of June 30, 2025, the Office reported an asset of \$4,054 for its proportionate share of the total net pension asset. The net pension asset was measured as of December 31, 2024 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Office's proportion of the net pension asset was based on a projection of the Office's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of December 31, 2024, the Office's proportion was 0.00403%, which was a decrease of 0.01780% from its proportion measured as of December 31, 2023.

Pension Expense. For the year ended June 30, 2025, the Office recognized pension expense of \$6,748.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. As of June 30, 2025, the Office reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 2,474	\$ (352)
Change in assumptions	-	(446)
Net difference between projected and actual earnings on pension plan investments	-	(2,669)
Changes in proportionate share Contributions subsequent to the measurement date	8,780	-
	<u>1,884</u>	<u>-</u>
Totals	<u>\$ 13,138</u>	<u>\$ (3,467)</u>

Note 6 - PENSION PLAN (Continued)

The Office reported \$1,884 as deferred outflows of resources related to pensions resulting from Office contributions subsequent to the measurement date and will be recognized as a reduction of the Net Pension (Asset) Liability in the year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending July 30,	Amount
2026	\$ 4,725
2027	6,459
2028	(1,382)
2029	(2,015)
Total	\$ 7,787

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension asset as of December 31, 2024 are as follows:

Valuation Date	December 31, 2024
Actuarial Cost Method	Entry Age Method
Actuarial Assumptions:	
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.40%, net of investment expense, including inflation
Projected Salary Increases	4.75%
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2021 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2021 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2021 scale for disabled annuitants.

Note 6 - PENSION PLAN (Continued)

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.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing method (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 2.40% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.13% for the year ended December 31, 2024.

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, 2024 are as follows:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	37.00%	1.08%
Equity	47.00%	2.82%
Alternatives	15.00%	0.76%
Real assets	1.00%	0.07%
Totals	100.00%	4.73%
Inflation		2.40%
Expected arithmetic nominal rate		7.13%

Note 6 - PENSION PLAN (Continued)

Discount Rate. The discount rate used to measure the collective pension asset was 6.40%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement System’s 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.

Sensitivity of the Office’s Proportionate Share of the Collective Net Pension (Asset) Liability to Changes in the Discount Rate. The following presents the Office’s proportionate share of the collective net pension (asset) liability using the discount rate of 6.40%, as well as what the Office’s proportionate share of the net pension (asset) liability would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate:

	<u>1.0% Decrease (5.40%)</u>	<u>Current Discount Rate (6.40%)</u>	<u>1.0% Increase (7.40%)</u>
District’s proportionate share of the net pension (asset) liability	<u>\$ 20,687</u>	<u>\$ (4,054)</u>	<u>\$ (24,821)</u>

Pension Plan Fiduciary Net Position. The Parochial Employees’ Retirement System of Louisiana issued a stand-alone audit report on their financial statements for the year ended December 31, 2024. Access to the audit report can be found on the System’s website, www.persla.org or on the Louisiana Legislative Auditor’s website, www.la.gov.

Note 7 - 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 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.

Note 7 - DEFERRED COMPENSATION PLAN (Continued)

The deferred compensation liability and asset are equal to the total cash balances for each participant's account as of June 30, 2025. 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. For the year ended June 30, 2025, no Public Defender's Office employees are participants in the plan.

Note 8 - RISK MANAGEMENT

The Office is exposed to various risks to loss related to torts, theft or, damage to and destruction of assets, errors and omissions, and natural disasters, for which the Office carries commercial insurance. Liabilities are reported when it is probable that a loss has occurred, and the amount of loss can be reasonably estimated.

REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF THE TWENTY-FIFTH JUDICIAL DISTRICT OFFICE OF THE PUBLIC
DEFENDERS' PROPORTIONATE SHARE OF THE NET PENSION LIABILITY(ASSET)**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the ten years ended June 30, 2025

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Office's proportion of the net pension liability (asset)	<u>0.0040%</u>	<u>0.0218%</u>	<u>0.0301%</u>	<u>0.0320%</u>	<u>0.0313%</u>	<u>0.0266%</u>	<u>0.0325%</u>	<u>0.0220%</u>	<u>0.0262%</u>	<u>0.0331%</u>
Office's proportionate share of the net pension liability (asset)	<u>(\$4,054)</u>	<u>\$20,800</u>	<u>\$115,887</u>	<u>(\$150,508)</u>	<u>(\$54,803)</u>	<u>\$1,251</u>	<u>\$144,380</u>	<u>(\$16,322)</u>	<u>\$53,970</u>	<u>\$87,229</u>
Office's covered-employee payroll	<u>\$32,033</u>	<u>\$150,324</u>	<u>\$275,452</u>	<u>\$260,000</u>	<u>\$166,438</u>	<u>\$176,667</u>	<u>\$165,558</u>	<u>\$127,708</u>	<u>\$190,000</u>	<u>\$190,000</u>
Office's proportionate share of the net pension liability as a percentage of its covered-employee payroll	<u>-12.66%</u>	<u>13.84%</u>	<u>42.07%</u>	<u>-57.89%</u>	<u>-32.93%</u>	<u>0.71%</u>	<u>87.21%</u>	<u>-12.78%</u>	<u>28.41%</u>	<u>45.91%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>101.97%</u>	<u>98.03%</u>	<u>91.74%</u>	<u>110.40%</u>	<u>104.00%</u>	<u>99.89%</u>	<u>88.86%</u>	<u>101.98%</u>	<u>94.15%</u>	<u>92.23%</u>

The schedule is provided prospectively beginning with the Office's year ended June 30, 2016 and is intended to show a ten year trend.

**SCHEDULE OF THE TWENTY-FIFTH JUDICIAL DISTRICT OFFICE
OF THE PUBLIC DEFENDERS' CONTRIBUTIONS**

**Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana**

For the ten years ended June 30, 2025

	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contributions	\$ 3,767	\$ 8,441	\$ 22,745	\$ 27,206	\$ 31,850	\$ 19,784	\$ 20,317	\$ 19,798	\$ 16,266	\$ 26,125
Contributions in relation to the contractually required contribution	<u>(3,767)</u>	<u>(8,441)</u>	<u>(22,745)</u>	<u>(27,206)</u>	<u>(31,850)</u>	<u>(19,784)</u>	<u>(20,317)</u>	<u>(19,798)</u>	<u>(16,266)</u>	<u>(26,125)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Office's covered-employee payroll	<u>\$32,760</u>	<u>\$ 73,403</u>	<u>\$197,780</u>	<u>\$232,191</u>	<u>\$260,000</u>	<u>\$166,438</u>	<u>\$176,667</u>	<u>\$165,558</u>	<u>\$127,708</u>	<u>\$190,000</u>
Contributions as a percentage of covered - employee payroll	<u>11.50%</u>	<u>11.50%</u>	<u>11.50%</u>	<u>11.72%</u>	<u>12.25%</u>	<u>11.89%</u>	<u>11.50%</u>	<u>11.96%</u>	<u>12.74%</u>	<u>13.75%</u>

The schedule is provided prospectively beginning with the Office's year ended December 31, 2016 and is intended to show a ten year trend.

NOTES TO REQUIRED PENSION
SUPPLEMENTARY INFORMATION

Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana

For the year ended June 30, 2025

- Note 1** - The amounts presented on the Schedule of the Twenty-Fifth Judicial District Office of the Public Defenders' Proportionate Share of Net Pension Liability (Asset) and Schedule of the Twenty-Fifth Judicial District Office of the Public Defenders' Contributions have a measurement date of the previous fiscal year end.
- Note 2** - GASB 68 requires the Schedule of the Twenty-Fifth Judicial District Office of the Public Defender's Proportionate Share of Net Pension Liability (Asset) to show information for ten years.

SUPPLEMENTARY INFORMATION SECTION

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER**

Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana

For the year ended June 30, 2025

Agency Head Name: Paul C. Fleming Jr., Interim Chief District Public Defender

Purpose	
Salary	\$ 42,000
Benefits - insurance	-
Benefits - retirement	-
Benefits - other (malpractice insurance)	505
Car allowance	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Special meals	-
	<hr/>
	<u>\$ 42,505</u>

JUSTICE SYSTEM FUNDING SCHEDULE -
RECEIVING ENTITY AS REQUIRED BY ACT 87
OF THE 2020 REGULAR LEGISLATIVE SESSION

Twenty-Fifth Judicial District Office of the Public Defenders
 Belle Chasse, Louisiana

June 30, 2025

	<u>First Six Month Period Ended December 31, 2024</u>	<u>Second Six Month Period Ended June 30, 2025</u>
Receipts from:		
Plaquemines Parish Government, Criminal Court Costs/Fees	\$ 965	\$ -
Plaquemines Parish Sheriff's Office, Bond Fees	10,154	12,196
Plaquemines Parish Sheriff's Office, Criminal Court Costs/Fees	104,474	149,165
Twenty-Fifth Judicial District Attorney, Bond Fees	<u>13,998</u>	<u>-</u>
Total receipts	<u><u>\$ 129,591</u></u>	<u><u>\$ 161,361</u></u>

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Twenty-Fifth Judicial District
Office of the Public Defenders,
Belle Chasse, Louisiana.

We have audited, in accordance with the auditing standards generally accepted in the United States of America 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 General Fund of the Twenty-Fifth Judicial District Office of the Public Defenders (the “Office”), State of Louisiana, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Office’s basic financial statements and have issued our report thereon dated December 17, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Office’s internal control over financial reporting (“internal control”) as a basis for designing 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 Office’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Office’s internal control.

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

Our consideration of internal control over financial reporting 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 or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Office's financial statements are free of 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters 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 over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Office's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Office's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.



Certified Public Accountants.

New Orleans, Louisiana,
December 17, 2025.

Section III - Federal Award Findings and Questioned Cost

The Twenty-Fifth Judicial District Office of the Public Defenders did not expend more than \$750,000 in Federal awards during the year ended June 30, 2025.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

Twenty-Fifth Judicial District Office of the Public Defenders Belle Chasse, Louisiana

For the year ended June 30, 2025

Section I - Internal Control Over Basic Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements

Internal Control Over Basic Financial Reporting

2024-001 - Inadequate Segregation of Accounting Functions

Recommendation - The Office should consider segregating duties among the accounting functions within the accounting system.

Management's Corrective Action - Resolved - Management has determined that it is not feasible to achieve adequate segregation of functions within the accounting department. The Office has hired a contract CPA to assist with the accounting functions.

Compliance and Other Matters

2024-002 - Documentation

Recommendation - The Office should implement adequate internal controls relating to maintaining adequate supporting documentation of expenses. This documentation should include invoices, and any support deemed necessary to document the expense.

Management's Corrective Action - Resolved - Internal controls in this area will be strengthened.

Section II - Federal Award Findings and Questioned Cost

The Twenty-Fifth Judicial District Office of the Public Defenders did not expend more than \$750,000 in Federal awards during the year ended June 30, 2024.

Section III - Management Letter

A management letter was not issued in connection with the review of the financial statements for the year ended June 30, 2024.

MANAGEMENT'S CORRECTIVE ACTION PLAN
ON CURRENT YEAR FINDINGS

Twenty-Fifth Judicial District Office of the Public Defenders
Belle Chasse, Louisiana

For the year ended June 30, 2025

**Section I - Internal Control Over Financial Reporting and Compliance and Other Matters
Material to the Basic Financial Statements**

Internal Control Over Financial Reporting

No findings were reported during the audit of the basic financial statements for the year ended June 30, 2025.

Compliance and Other Matters

No findings were reported during the audit of the basic financial statements for the year ended June 30, 2025.

Section II - Federal Award Findings and Questioned Cost

The Twenty-Fifth Judicial District Office of the Public Defenders did not expend more than \$750,000 in Federal awards during the year ended June 30, 2025.

Section III - Management Letter

A management letter was not issued in connection with the review of the basic financial statements for the year ended June 30, 2025.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANT’S REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Twenty-Fifth Judicial District
Office of the Public Defenders,
Belle Chasse, Louisiana.

We have performed the procedures described in Schedule 6 on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period July 1, 2024 through June 30, 2025. The Twenty-Fifth Judicial District Office of the Public Defenders’ (the “Office”) management is responsible for those C/C areas identified in the SAUPs.

The Office has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA’s SAUPs for the fiscal period July 1, 2024 through June 30, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in Schedule 6.

We were engaged by the Office to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on these C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Office and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Bourgeois Bennett, L.L.C.

Certified Public Accountants

Houma, Louisiana,
December 17, 2025.

SCHEDULE OF PROCEDURES AND ASSOCIATED FINDINGS
OF THE STATEWIDE AGREED-UPON PROCEDURES

Twenty-Fifth Judicial District Office of the Public Defenders
 Belle Chasse, Louisiana

For the year ended June 30, 2025

The required procedures and our findings are as follows:

1) Procedures Performed on the Office's Written Policies and Procedures:

- A. Obtain and inspect the Office's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the Office's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 Performance: Inquired about the written policy for budgeting.
 Exceptions: There were exceptions noted due to the Office not having this policy.
 - ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 Performance: Inquired about the written policy for purchasing.
 Exceptions: There were exceptions noted due to the Office not having this policy.
 - iii. **Disbursements**, including processing, reviewing, and approving.
 Performance: Inquired about the written policy for disbursements.
 Exceptions: There were exceptions noted due to the Office not having this policy.
 - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of each type of revenue or Office fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 Performance: Inquired about the written policy for receipts.
 Exceptions: There were exceptions noted due to the Office not having this policy.

1) **Procedures Performed on the Office's Written Policies and Procedures: (Continued)**

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
Performance: Inquired about the written policy for payroll/personnel.
Exceptions: There were exceptions noted due to the Office not having this policy.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
Performance: Inquired about the written policy for contracting.
Exceptions: There were exceptions noted due to the Office not having this policy.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
Performance: Obtained and read the written policy for travel and expense reimbursement and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- viii. **Credit Cards** (and debit cards, fuel cards, purchase cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
Performance: Inquired about the written policy for credit cards.
Exceptions: There were exceptions noted due to the Office not having this policy.
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the Office's ethics policy.
Performance: Obtained and read the written policy for ethics.
Exceptions: There were exceptions noted due to the policy lacking provisions on a system to monitor possible ethics violations and a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Performance: Inquired about the written policy for debt service.
The office cannot issue any debt; therefore, this procedure is not applicable.

1) Procedures Performed on the Office's Written Policies and Procedures: (Continued)

- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups; (2) storage of backups in a separate physical location isolated from the network; (3) periodic testing/verification that backups can be restored; (4) use of antivirus software on all systems; (5) timely application of all available system and software patches/updates; and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Performance: Obtained and read the written policy for information technology disaster recovery/business continuity.

Exceptions: There were exceptions noted due to the policy lacking provisions on storage of backups in a separate physical location isolated from the network, periodic testing/verification that backups can be restored, timely application of all available system and software patches/updates, and identification of personnel, processes, and tools needed to recover operations after a critical event.

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Performance: Obtained and read the written policy for sexual harassment.

Exceptions: There were exceptions noted due to the policy lacking provisions on annual employee training and annual reporting.

2) Procedures Performed on the Office's Board or Finance Committee:

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period and:

- i. Observe that the board met with a quorum at least monthly, or on a frequency in accordance with the board/finance committee's enabling legislation, charter, bylaws, or other equivalent document.

Performance: The Office does not have a board; therefore, this step is not applicable.

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

Performance: The Office does not have a board; therefore, this step is not applicable.

2) Procedures Performed on the Office's Board or Finance Committee: (Continued)

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the General Fund. If the General Fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

Performance: The Office does not have a board; therefore, this step is not applicable.

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Performance: The Office does not have a board; therefore, this step is not applicable.

3) Procedures Performed on the Office's Bank Reconciliations:

- A. Obtain a listing of the Office's bank accounts from management and management's representation that the listing is complete. Ask management to identify the Office's main operating account. Select the Office's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain, and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

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

Performance: Obtained monthly bank reconciliation for the month of June for the main operating bank account. Inspected management's documentation for timely preparation of the bank reconciliation.

Exceptions: There were no exceptions noted.

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

Performance: Inspected the Office's documentation for the June bank reconciliation and noted review within one month of preparation.

Exceptions: There were no exceptions noted.

3) Procedures Performed on the Office's Bank Reconciliations: (Continued)

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

Performance: Inspected documents for items outstanding for more than 12 months.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Office's Collections (excluding electronic funds transfers):

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Performance: Obtained the listing of deposit sites from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

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

Performance: Obtained the listing of collection locations from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

- i. Employees responsible for cash collections do not share cash drawers/registers.

Performance: Inquired of management, and observed that only one employee is responsible for collecting cash.

Exceptions: There were no exceptions noted.

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

Performance: Inquired of management, and observed employees collecting cash are not responsible for preparing/making deposits.

Exceptions: There were no exceptions noted.

**4) Procedures Performed on the Office's Collections (excluding electronic funds transfers):
(Continued)**

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

Performance: Inquired of management, and observed that employees collecting cash do not make general ledger postings.

Exceptions: There were no exceptions noted.

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

Performance: Inquired of management, and observed that employees collecting cash do not reconcile cash collections to the general ledger.

Exceptions: There were no exceptions noted.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Performance: Inquired of management a copy of the bond or insurance policy for theft covering all employees who have access to cash.

Exceptions: There was an exception noted due to no employees being bonded.

- D. Randomly select 2 deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly select and randomly select a deposit if multiple deposits are made on the same day). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.

Performance: Obtained supporting documentation for the selected deposits and observed that the cash receipt log is maintained in chronological order and cash receipts are sequentially pre-numbered.

Exceptions: There were no exceptions noted.

**4) Procedures Performed on the Office's Collections (excluding electronic funds transfers):
(Continued)**

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
Performance: Traced supporting documentation to the deposit slip.
Exceptions: There were no exceptions noted.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
Performance: Traced deposit slip total to actual deposit per bank statement.
Exceptions: There were no exceptions noted.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
Performance: Observed whether the deposits tested were made within one business day of receipt.
Exceptions: There was an exception noted due to no documentation of when checks were received.
- v. Trace the actual deposit per the bank statement to the general ledger.
Performance: Traced the actual deposit per the bank statement to the general ledger.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Office's Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases):

- A. Obtain a listing of locations that process payments for the fiscal period, and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
Performance: Obtained a listing of locations that process payments from management and received management's representation in a separate letter.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Office's Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases): (Continued)

B. For each location selected under procedure #5A, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the Office has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

Performance: Obtained a listing of employees involved in non-payroll purchasing and payment functions and received management's representation in a separate letter that the listing is complete and observed if the job duties were properly segregated.

Exceptions: There were no exceptions noted.

i. At least 2 employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

Performance: Obtained a listing of employees involved in initiating a purchase request, approving a purchasing, and placing an order/making a purchase. Observed at least 2 employees are involved.

Exceptions: There were no exceptions noted.

ii. At least 2 employees are involved in processing and approving payments to vendors.

Performance: Obtained a listing of employees involved in processing and approving payments to vendors. Observed at least 2 employees are involved.

Exceptions: There were no exceptions noted.

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

Performance: Obtained a listing of employees involved in processing payments to vendors. Observed if any employees involved are adding/modifying vendor files.

Exceptions: There were no exceptions noted.

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

Performance: Obtained a listing of employees involved with signing and mailing checks and noted person responsible for processing payments does not mail the checks.

Exceptions: There were no exceptions noted.

v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Performance: Obtained a listing of employees authorized to sign checks and noted proper approval of electronic disbursements.

Exceptions: There were no exceptions noted.

5) Procedures Performed on the Office's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

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

Performance: Obtained the Office's non-payroll disbursement transaction population and management's representation that the population is complete. Randomly selected 5 disbursements.

Exceptions: There were no exceptions noted.

i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the Office.

Performance: Obtained the disbursement documentation and observed that the disbursement and the related original invoice agreed and that there was evidence that the deliverables were received.

Exceptions: There was an exception noted due to one disbursement not having supporting documentation.

ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.

Performance: Observed the 5 disbursements included evidence of segregation of duties.

Exceptions: There were no exceptions noted.

D. Using the Office's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the Office's policy, and (b) approved by the required number of authorized signers per the Office's policy.

Performance: Observed that the selected disbursements were approved by authorized persons and required number of signers.

Exceptions: There were no exceptions noted.

6) Procedures Performed on the Office's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards):

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Performance: Obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards from management and management's representation that the listing is complete. Observed all active cards, including the card numbers and the names of the persons who maintain possession of the cards.

Exceptions: There were no exceptions noted.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported).

Performance: Observed evidence that the statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Exceptions: There was an exception noted due to the card holder approving their own statement and supporting documentation.

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

Performance: Observed finance charges and/or late fees were not assessed on the selected statements.

Exceptions: There were no exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #6B, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, report whether the transaction is supported by:

- i. An original itemized receipt that identifies precisely what was purchased.

Performance: Observed that transactions were supported by original itemized receipts that identifies precisely what was purchased.

Exceptions: There were no exceptions noted.

6) Procedures Performed on the Office’s Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards): (Continued)

- ii. Written documentation of the business/public purpose.
 - Performance: Observed that each transaction includes written documentation of the business/public purpose.
 - Exceptions: There were no exceptions noted.
- iii. Documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.
 - Performance: Observed transactions for any meal charges and documentation of the individual participating in the meals.
 - Exceptions: There were no exceptions noted.

7) Procedures Performed on the Office’s Travel and Travel-Related Expense Reimbursements (excluding card transactions):

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - Performance: Obtained general ledger for travel and travel-related expense reimbursements and management’s representation that the listing was complete in a separate letter.
 - Exceptions: There were no exceptions noted.
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
 - Performance: Obtained supporting documentation supporting travel and travel-related expense reimbursements. No reimbursements using per diem were noted.
 - Exceptions: There were no exceptions noted.
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - Performance: Observed that the reimbursement was supported by an original itemized receipt.
 - Exceptions: There were no exceptions noted.

7) Procedures Performed on the Office's Travel and Travel-Related Expense Reimbursements (excluding card transactions): (Continued)

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii).

Performance: Inspected supporting documentation for travel and travel-related expense reimbursement and observed that documentation included business purpose.

Exceptions: There were no exceptions noted.

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

Performance: Inspected supporting documentation for travel and travel-related expense reimbursements and observed that documentation included approval by someone other than the person receiving the reimbursement.

Exceptions: There were no exceptions noted.

8) Procedures Performed on the Office's Contracts:

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Performance: Obtained a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period and received management's representation that the listing is complete in a separate letter.

Exceptions: There were no exceptions noted.

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

Performance: Inspected supporting contract documentation for 5 contracts and inquired of client about any contracts subject to Louisiana Public Bid Law.

Exceptions: There were no exceptions noted.

8) Procedures Performed on the Office's Contracts: (Continued)

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
Performance: Inspected contracts were approved by the Interim Public Defender.
Exceptions: There were no exceptions noted.

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
Performance: Inspected contracts and inquired of management about amendments to contracts in the fiscal year.
Exceptions: There were no exceptions noted.

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.
Performance: Obtained supporting documentation for each payment selected and agreed the invoices to the contract terms and observed invoices and related payments agreed to terms and conditions of the contract.
Exceptions: There were no exceptions noted.

9) Procedures Performed on the Office's Payroll and Personnel:

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries, and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
Performance: Obtained the listing of employees and their related salaries from management and management's representations that the listing is complete.
Exceptions: There were no exceptions noted.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A, obtain attendance records and leave documentation for the pay period, and:
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
Performance: Inspected time records for documentation of attendance and leave during the period.
Exceptions: There were no exceptions noted.

9) Procedures Performed on the District's Payroll and Personnel: (Continued)

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - Performance: Inspected time records for the approval of attendance and leave by the supervisors for the selected employees.
 - Exceptions: There was an exception noted due to lack of approval of attendance and leave by supervisor.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the Office's cumulative leave records.
 - Performance: Inquired of documentation of leave accrued or taken during the pay period was reflected in the cumulative leave records.
 - Exceptions: There was an exception noted due to lack of documentation of leave accrued or taken.

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
 - Performance: Inspected and agreed the rate paid to employees to the authorized pay rate in the personnel files.
 - Exceptions: There were no exceptions noted.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the Office's policy on termination payments. Agree the hours to the employees' or officials' cumulative leave records, agree the pay rates to the employees'/officials' authorized pay rates in the employees'/officials' personnel files, and agree the termination payment to the Office's policy.
 - Performance: No employees or officials were terminated during the fiscal period and received management's representation in a separate letter that no employees were terminated during the period.
 - Exceptions: There were no exceptions noted.

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.
 - Performance: Obtained management's representation of the timely filing of payroll forms and timely payments and inspected forms to confirm that all payments were submitted to the applicable agencies by the required deadlines.
 - Exceptions: There were no exceptions noted.

10) Procedures Performed on the Office's Ethics:

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
Performance: Inspected personnel files and ethics course completion certificates for the employees selected.
Exceptions: There were no exceptions noted.
 - ii. Observe whether the Office maintains documentation which demonstrates that each employee and official were notified of any changes to the Office's ethics policy during the fiscal period, as applicable.
Performance: There were no changes to the ethics policy during the year.
Exceptions: There were no exceptions noted.
- B. Inquire and/or observe whether the Office has appointed an ethics designee as required by R.S. 42:1170.
Performance: We inquired as to whether the Office appointed an ethics designee.
Exceptions. There were no exceptions noted.

11) Procedures Performed on the Office's Debt Service:

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
Not applicable as the Office cannot issue debt.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
Not applicable as the Office cannot issue debt.

12) Procedures Performed on the Office's Fraud Notice:

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the Office reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Office is domiciled as required by R.S. 24:523.

Performance: Inquired of management of any misappropriations of public funds and assets during the fiscal period and received management's representation in a separate letter. None were noted.

Exceptions: There were no exceptions noted.

- B. Observe that the Office has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Performance: Observed that the fraud notice is posted on the premises concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: There were no exceptions noted.

**13) Procedures Performed on the Office's Information Technology Disaster Recovery/
Business Continuity:**

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management"**.

- i. Obtain and inspect the Office's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personal responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the Office's local server or network, and (c) was encrypted.

Performance: We performed the procedure and discussed the results with management.

- ii. Obtain and inspect the Office's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

Performance: We performed the procedure and discussed the results with management.

**13) Procedures Performed on the Office's Information Technology Disaster Recovery/
Business Continuity: (Continued)**

- iii. Obtain a listing of the Office's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Performance: We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using a list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Performance: We performed the procedure and discussed the results with management.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Performance: We performed the procedure and discussed the results with management.

14) Procedures Performed on the Office's Prevention of Sexual Harassment:

- A. Using the 5 randomly selected employees/officials from "Procedures Performed on the Office's Payroll and Personnel procedure" #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Performance: Inquired of sexual harassment training documentation for the employees tested.

Exceptions: There was an exception noted due to the Office being unable to provide evidence that their employees underwent training.

14) Procedures Performed on the Office's Prevention of Sexual Harassment: (Continued)

- B. Observe that the Office has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the Office's premises if the Office does not have a website).

Performance: Inquired if the sexual harassment policy and complaint procedure is posted on the Office's premises.

Exceptions: There was an exception noted due to the policy not being posted on the premises.

- C. Obtain the Office's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

Performance: Inquired if the Office's annual sexual harassment report was completed.

Exceptions: There was an exception noted due to the Office being unable to provide evidence that the sexual harassment report was completed.

- i. Number and percentage of public servants in the agency who have completed the training requirements.

Performance: Inquired if the annual sexual harassment report was completed.

Exceptions: There was an exception noted due to the annual sexual harassment report not being completed.

- ii. Number of sexual harassment complaints received by the agency.

Performance: Inquired if the annual sexual harassment report was completed.

Exceptions: There was an exception noted due to the annual sexual harassment report not being completed.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred.

Performance: Inquired if the annual sexual harassment report was completed.

Exceptions: There was an exception noted due to the annual sexual harassment report not being completed.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.

Performance: Inquired if the annual sexual harassment report was completed.

Exceptions: There was an exception noted due to the annual sexual harassment report not being completed.

- v. Amount of time it took to resolve each complaint.

Performance: Inquired if the annual sexual harassment report was completed.

Exceptions: There was an exception noted due to the annual sexual harassment report not being completed.

Management's Overall Response to Exceptions:

- 1)A Management will develop and adopt the required policies and provisions.
- 4)C Management will consider purchasing a bond or insurance policy for theft that covers all employees who have access to cash.
- 4)D(iv) Management will consider documenting when checks are received.
- 5)C(i) Management will ensure that all disbursements have supporting documentation.
- 6)B(i) Management will ensure that card holders do not approve their own statements and supporting documentation.
- 9)B(ii) Management will ensure that supervisors approve the attendance and leave of employees.
- 9)B(iii) Management will document leave accrued or taken.
- 14)A Management will keep records that employees have undergone sexual harassment training.
- 14)B Management will post the sexual harassment policy on their premises.
- 14)C Management will prepare the annual sexual harassment report prior to February 1st and ensure that it contains the applicable requirements of R.S. 42:344.