

**TENTH JUDICIAL DISTRICT
PUBLIC DEFENDER FUND
NATCHITOCHEs, LOUISIANA
FINANCIAL REPORT
JUNE 30, 2017**

Tenth Judicial District Public Defender
Financial Report
June 30, 2017

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TENTH JUDICIAL DISTRICT PUBLIC DEFENDER FUND

**P. O. Box 604
Natchitoches, LA 71458-0604**

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Tenth Judicial District Public Defender Fund's (hereafter referred to as the Public Defender Fund) annual financial report presents an overview and analysis of the Public Defender Fund's financial activities for the year ended June 30, 2017. The intent of the MD&A is to look at the Public Defender Fund's financial performance as a whole. It should, therefore be read in conjunction with this report. Certain comparative information is presented to provide an overview of the Public Defender Fund's operations.

Financial Highlights

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

Government-Wide Financial Statements

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

Fund Financial Statements

The services provided by the Public Defender Fund are financed through a governmental fund. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Public Defender Fund uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Public Defender Fund conducts its day-to-day operations through a governmental fund, the General Fund. These statements provide a short-term view of the Public Defender Fund's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the Public Defender Fund.

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

Summary of Statement of Net Position

	<u>2017</u>	<u>2016</u>
ASSETS:		
Assets	<u>\$152,458</u>	<u>\$142,391</u>
LIABILITIES:		
Payroll Liabilities	\$ 5,647	\$ 4,111
Accounts Payable	<u>1,943</u>	<u>626</u>
Total Liabilities	<u>\$ 7,590</u>	<u>\$ 4,737</u>
NET POSITION:		
Unrestricted	<u>\$144,868</u>	<u>\$137,654</u>
Total Net Position & Liabilities	<u>\$152,458</u>	<u>\$142,391</u>

Summary of Statement of Activities

	<u>2017</u>	<u>2016</u>
REVENUES:		
Intergovernmental-		
State of LA-		
Appropriation - General	\$234,688	\$310,357
Local-		
Statutory Fines, Forfeitures, Fees, Court Costs & Other	237,053	220,150
Miscellaneous - Interest	<u>322</u>	<u>268</u>
Total Revenues	<u>\$472,063</u>	<u>\$530,775</u>
EXPENSES:		
Judicial	<u>\$464,849</u>	<u>\$464,003</u>
Change in Net Position	<u>\$ 7,214</u>	<u>\$ 66,772</u>

- The Tenth Judicial District Public Defender Fund's assets exceeded its liabilities by \$144,868 (net position) for the year ended June 30, 2017. For the prior year, this amount was \$137,654.
- Unrestricted net position of \$144,868 represents the portion available to maintain the Tenth Judicial District Public Defender Fund's obligation to both citizens and creditors.

General Fund Budgetary Highlights

Revenues continue to be sufficient to enable the Tenth Judicial District Public Defender Fund to provide legal counsel to defendants in Natchitoches Parish.

Economic Factors and Next Year's Budget

The Tenth Judicial District Public Defender considered many factors when setting the budget for the next fiscal year. Anticipated revenues should increase slightly and a small increase in expenditures is expected. However, the budget for FY 2017/2018 should not increase significantly from prior year.

Contacting the Tenth Judicial District Public Defender Fund

This financial report is designed to provide our citizens and creditors with a general overview of the Tenth Judicial District Public Defender Fund's finances and to show the Tenth Judicial District Public Defender Fund's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Tenth Judicial District Public Defender at P. O. Box 604, Natchitoches, LA 71458-0604.

Johnson, Thomas & Cunningham

Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

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Roger M. Cunningham, CPA – A Professional Corporation
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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Tenth Judicial District Public Defender Fund
P. O. Box 604
Natchitoches, Louisiana 71458-0604

Report on the Financial Statements

We have reviewed the accompanying financial statements of the governmental activities and major fund of the Tenth Judicial District Public Defender Fund as of and for the year ended June 30, 2017, which collectively comprise the Tenth Judicial District Public Defender Fund's basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Tenth Judicial District Public Defender Fund's personnel. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

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

Accountant's Conclusion

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

Other Matter Paragraphs*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Budgetary Comparison Schedule, as listed in the Table of Contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is presented for purposes of additional analysis and is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer listed as required supplementary information in the Table of Contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The Budgetary Comparison Schedule and the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer have been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we are not aware of any material modifications that should be made thereto. The Management's Discussion and Analysis has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but was compiled from information that is the representation of management. We have not audited or reviewed the management's discussion and analysis and accordingly, we do not express an opinion or any other form of assurance on it.

Other Reporting Requirements

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated October 30, 2017, on the results of our agreed-upon procedures on page 27 through 29 and pages 31 through 32 present the Louisiana Attestation Questionnaire.

Johnson, Thomas & Cunningham, CPA's
Johnson, Thomas & Cunningham, CPA's

October 30, 2017
Natchitoches, LA 71457

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Tenth Judicial District Public Defender Fund
Statement of Net Position
June 30, 2017

ASSETS:

Current Assets-

Cash & Cash Equivalents	\$134,178
Revenue Receivable	<u>18,280</u>

Total Assets	<u>\$152,458</u>
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LIABILITIES:

Payroll Liabilities	\$ 5,647
Accounts Payable	<u>1,943</u>

Total Liabilities	<u>\$ 7,590</u>
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NET POSITION:

Unrestricted	<u>\$144,868</u>
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Total Net Position & Liabilities	<u>\$152,458</u>
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See accompanying notes and independent accountant's review report.

FUND FINANCIAL STATEMENTS

Tenth Judicial District Public Defender Fund
Balance Sheet-Governmental Fund
June 30, 2017

Assets:

Cash & Cash Equivalents	\$134,178
Revenue Receivable	<u>18,280</u>
Total Assets	<u>\$152,458</u>

Liabilities:

Payroll Liabilities	\$ 5,647
Accounts Payable	<u>1,943</u>
Total Liabilities	\$ 7,590

Fund Balance:

Unassigned	<u>144,868</u>
Total Liabilities and Fund Balance	<u>\$152,458</u>

See notes to financial statements.

Tenth Judicial District Public Defender Fund
Reconciliation of the Governmental Fund
Balance Sheet to the Statement of Net Position
June 30, 2017

Total Fund Balance for the Governmental Fund at June 30, 2017	\$144,868
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Total Net Position reported for Governmental Activities
in the Statement of Net Position is different because:

Capital Assets used in Governmental Activities are not
financial resources and, therefore, are not reported
in the Fund Financial Statements. Those assets consist of:

Furniture and Computers	6,690
Less: Accumulated Depreciation	<u>(6,690)</u>

Total Net Position of Governmental Activities at June 30, 2017	<u>\$144,868</u>
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Tenth Judicial District Public Defender Fund
Statement of Revenues, Expenditures and Changes in Fund Balance-
Governmental Fund
For the Year Ended June 30, 2017

REVENUES:

Intergovernmental-	
State of LA-	
Appropriation - General	\$234,688
Local-	
Statutory Fines, Forfeitures, Fees, Court Costs & Other	237,053
Miscellaneous-Interest	<u>322</u>
Total Revenues	<u>\$472,063</u>

EXPENDITURES:

Personnel Services & Benefits-	
Salaries	\$139,550
Payroll Tax	10,675
Professional Development-	
Dues, Licenses & Registration	3,205
Operating Costs-	
Library & Research	929
Contract Services – Legal & Professional	235,000
Contract Services – Other	40,725
Lease – Office	12,000
Lease – Other	1,336
Supplies	994
Utilities & Telephone	6,452
Insurance	7,413
Other	<u>6,570</u>
Total Expenditures	<u>\$464,849</u>

Excess of Revenues over Expenditures	\$ 7,214
Fund Balance-Beginning of Period	<u>137,654</u>
Fund Balance-End of Period	<u>\$144,868</u>

See notes to financial statements.

Tenth Judicial District Public Defender Fund
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2017

Total Net Change in Fund Balance at June 30, 2017, per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ 7,214
The Net Effect of the Disposition of Capital Assets is to decrease Net Position-	
Decrease in Capital Assets	(4,823)
Decrease in Accumulated Depreciation	<u>4,823</u>
Total Change in Net Position at June 30, 2017, per Statement of Activities	<u>\$ 7,214</u>

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

Introduction:

The Tenth Judicial District Public Defender Fund was established August 15, 2007, in compliance with Louisiana Revised Statutes 15:168 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the Tenth Judicial District Public Defender Fund level. The Tenth Judicial District Public Defender Fund is regulated by the Louisiana Public Defender Board established by Louisiana Revised Statute 15:141-184 to provide effective legal representation to criminal defendants who are unable to afford an attorney, consistent with the right to counsel in our criminal courts, mindful of the need for law and order and an appreciation of victim's rights. The Tenth Judicial District Public Defender Fund is administered by the district public defender who is contracted with the Louisiana Public Defender Board to provide for the delivery and management of public defender services within the judicial district. The Tenth Judicial District encompasses the Parish of Natchitoches, Louisiana.

1. Summary of Significant Accounting Policies:

A. Reporting Entity-

For financial reporting purposes, in conformity with the Governmental Accounting Standards Board (GASB) Statement No. 14, the Tenth Judicial District Public Defender Fund is a part of the operations of the Public Defender Fund system. However, the state statutes that created the indigent defender funds also gave the funds control over its operations including the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of monies. The Tenth Judicial District Public Defender Fund is financially independent and operates autonomously from the State of Louisiana and independently from the Public Defender Fund system. Therefore, the Tenth Judicial District Public Defender Fund reports as an independent reporting entity and the financial statements include only the transactions of the Tenth Judicial District Public Defender Fund.

B. Basis of Presentation-

The Tenth Judicial District Public Defender Fund's statements are prepared in accordance with accounting principles generally accepted in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Net Position presents the governmental type activities on a consolidated basis, and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Tenth Judicial District Public Defender Fund's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

C. Fund Accounting-

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

The Tenth Judicial District Public Defender Fund maintains only one fund. It is categorized as a governmental fund. A fund is considered major if it is the primary operating fund of the entity.

The major fund of the Tenth Judicial District Public Defender Fund is described below:

Governmental Fund-

General Fund

The General Fund is the general operating fund of the Tenth Judicial District Public Defender Fund. It is used to account for all financial resources except those required to be accounted for in another fund.

D. Measurement Focus/Basis of Accounting-

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

Accrual Basis - Government-Wide Financial Statements (GWFS)

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

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Tenth Judicial District Public Defender Fund considers all revenues “available” if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. Assets, Liabilities, and Equity-

Cash and Interest-Bearing Deposits-

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the Tenth Judicial District Public Defender Fund.

Capital Assets-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Tenth Judicial District Public Defender Fund maintains a threshold level of \$500 or more for capitalizing capital assets.

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

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

Furniture, computers	5 years
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Compensated Absences-

Employees of the Tenth Judicial District Public Defender Fund do not accrue or “carry forward” vacation or sick leave from year to year. Therefore, no entry is made to record compensated absences.

Equity Classifications-

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of “restricted” or “net investment in capital assets”.

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

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

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

The General Fund has an unassigned fund balance of \$144,868. If applicable, the Tenth Judicial District Public Defender Fund would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

F. Budget-

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

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

G. Estimates-

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

2. Cash and Cash Equivalents:

The cash and cash equivalents of the Tenth Judicial District Public Defender Fund are subject to the following risk:

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

Bank account and CD balances at June 30, 2017, totaled \$151,011, and were fully secured by FDIC Insurance.

3. Capital Assets:

Capital asset balances and activity for the year ended June 30, 2017, is as follows:

<u>Governmental Activities</u>	<u>Balance 07-01-16</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 06-30-17</u>
Capital Assets Depreciated:				
Furniture, computers	\$11,512	\$0	\$(4,823)	\$6,689
Less: Accumulated Depreciation:				
Furniture, computers	<u>11,512</u>	<u>0</u>	<u>(4,823)</u>	<u>6,689</u>
Net Capital Assets	<u>\$ 0</u>	<u>\$0</u>	<u>\$ 0</u>	<u>\$ 0</u>

4. Pension Plan:

All of the Tenth Judicial District Public Defender Fund's employees participate in the Federal Social Security program; therefore, GASB 68 is not applicable.

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

5. Governmental Fund Revenues and Expenditures:

For the year ended June 30, 2017, the major sources of governmental fund revenues and expenditures were as follows:

Revenues:

State Government-		
Appropriations – General	\$234,688	
Local Government-		
Statutory Fines, Forfeitures, Fees, Court Costs & Other	237,053	
Miscellaneous – Interest	<u>322</u>	
 Total Revenues		 <u>\$472,063</u>

Expenditures:

Personnel Services & Benefits-		
Salaries	\$139,550	
Payroll Taxes	<u>10,675</u>	
 Total		 \$150,225
 Professional Development-		
Dues, Licenses & Registrations	\$ <u>3,205</u>	
 Total		 3,205

Operating Costs-

Library & Research	\$ 929	
Contract Services – Attorney/Legal	235,000	
Contract Services – Other	40,725	
Lease – Office	12,000	
Lease – Autos & Other	1,336	
Insurance	7,413	
Supplies	994	
Utilities & Telephone	6,452	
Other	<u>6,570</u>	
 Total		 <u>311,419</u>
 Total Expenditures		 <u>\$464,849</u>

Tenth Judicial District Public Defender Fund
Notes to Financial Statements
June 30, 2017

6. Receivables:

The following is a summary of receivables at June 30, 2017:

<u>Class of Receivable</u>	<u>Amount</u>
Sheriff Fees (NPSO)	\$10,720
City of Natchitoches – Marshal	<u>7,560</u>
Total Receivables	<u>\$18,280</u>

Substantially, all receivables are considered to be fully collectible, and no allowance for uncollectable is used.

7. Subsequent Events:

Management has evaluated events through October 30, 2017, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED
SUPPLEMENTARY INFORMATION

Tenth Judicial District Public Defender Fund
General Fund
Budgetary Comparison Schedule
For the Year Ended June 30, 2017

	<u>Budget</u> <u>Original/Final</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
REVENUES:			
Intergovernmental-			
State of LA-			
Appropriations – General	\$240,175	\$234,688	\$ (5,487)
Local Government-			
Statutory Fines, Forfeitures, Fees,			
Court Costs & Other	215,180	237,053	21,873
Miscellaneous – Interest	<u>0</u>	<u>322</u>	<u>322</u>
Total Revenues	<u>\$455,355</u>	<u>\$472,063</u>	<u>\$ 16,708</u>
EXPENDITURES:			
Personnel Services & Benefits-			
Salaries	\$132,607	\$139,550	\$ (6,943)
Payroll Taxes	11,189	10,675	514
Professional Development-			
Dues, Licenses, & Registration	5,000	3,205	1,795
Operating Costs-			
Library & Research	500	929	(429)
Contract Services – Attorney/Legal	278,996	235,000	43,996
Contract Services – Other	20,000	40,725	(20,725)
Lease – Office	12,000	12,000	0
Lease – Other	1,534	1,336	198
Travel	3,000	0	3,000
Insurance	7,500	7,413	87
Supplies	0	994	(994)
Utilities & Telephone	8,964	6,452	2,512
Other	<u>6,500</u>	<u>6,570</u>	<u>(70)</u>
Total Expenditures	<u>\$487,790</u>	<u>\$464,849</u>	<u>\$ 22,941</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (32,435)	\$ 7,214	\$ 39,649
Fund Balance-Beginning of Year	<u>137,654</u>	<u>137,654</u>	<u>0</u>
Fund Balance-End of Year	<u>\$105,219</u>	<u>\$144,868</u>	<u>\$ 39,649</u>

See independent accountant's review report and notes to financial statements.

Tenth Judicial District Public Defender Fund
Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended June 30, 2017

Agency Head Name: Brett Brunson, Chief Public Defender

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 92,658
Benefits-Insurance	0
Benefits-Retirement	0
Deferred Compensation	0
Benefits-Other	7,088
Car allowance	0
Vehicle provided by government	0
Cell phone	0
Dues	435
Vehicle rental	0
Per Diem	0
Reimbursements	0
Travel	0
Registration fees	312
Conference travel	0
Housing	0
Unvouchered expenses	0
Special meals	0
Other	<u>0</u>
Total	<u>\$100,493</u>

See independent accountant's review report and notes to financial statements.

Johnson, Thomas & Cunningham

Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Tenth Judicial District Public Defender Fund
P. O. Box 604
Natchitoches, Louisiana 71458-0604

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Tenth Judicial District Public Defender Fund and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Tenth Judicial District Public Defender Fund's compliance with certain laws and regulations during the year ended June 30, 2017, included in the Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

1. Select all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures found to be in violation.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1524 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

None found.

BUDGETING

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

Management provided us with a copy of the original budget. There was one amendment to the budget during the year.

6. Trace the budget and amendment adoption to the minute book.

Not applicable.

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

Actual revenues and expenditures were within the 5% variance allowed when compared to budgeted revenues and expenditures.

ACCOUNTING AND REPORTING

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee:

We examined supporting documentation for each of the six disbursements and found that the payments were for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account:

Each disbursement appeared to be coded correctly.

- (c) determine whether payments received approval from proper authorities:

Inspection of supporting documentation showed written approval.

MEETINGS

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Not applicable.

DEBT

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds or any other indebtedness which have not been approved by the State Bond Commission.

We inspected copies of all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or other indebtedness that had not been approved by the State Bond Commission.

ADVANCES AND BONUSES

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advances, or gifts.

None found.

Our prior report dated September 8, 2016, an audit, contained one finding, violation of Local Government Budget Act. See status of prior year finding.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Tenth Judicial District Public Defender Fund and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Johnson, Thomas & Cunningham CPA's
Johnson, Thomas & Cunningham, CPA's

October 30, 2017
Natchitoches, Louisiana

Tenth Judicial District Public Defender Fund
Status of Prior Year Audit Finding
Year Ended June 30, 2017

Prior Year Audit Finding:

Compliance-

2016-001 Local Government Budget Act

Condition - For the year ended June 30, 2016, in the General Fund, actual expenditures were more than budgeted expenditures by more than the 5% variance allowed and the budget was not amended.

Status - As of June 30, 2017, this finding has been cleared.

10TH JUDICIAL PUBLIC DEFENDER FUND
LOUISIANA ATTESTATION QUESTIONNAIRE

Johnson, Thomas & Cunningham, CPA's
321 Bienville Street
Natchitoches, LA 71457

In connection with your review of our financial statements as of June 30, 2017, and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of June 30, 2017.

Public Bid Law

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

Yes No

Code of Ethics for Public Officials and Public Employees

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

Yes No

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

Yes No

Budgeting

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

Yes No

Accounting and Reporting

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Meetings

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

Yes No

Debt

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

Yes No

Advances and Bonuses

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

Yes No

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

Signed by and title  Dwight Defurder