

**DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana**

**Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
December 31, 2018  
With Supplemental Information Schedules**

DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana

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With Independent Auditor's Report  
As of and for the Year Ended December 31, 2018  
With Supplemental Information Schedules

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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

## **Independent Auditor's Report**

HONORABLE BRIAN FRAIZER  
DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities, the major funds and the fiduciary fund of the District Attorney of the Thirty-Seventh Judicial District, a component unit of the Caldwell Parish Police Jury, as of December 31, 2018, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Thirty-Seventh Judicial District Attorney's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

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

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT ATTORNEY  
Parish of Caldwell, Louisiana  
Independent Auditor's Report,  
December 31, 2018

***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the government activities and major fund information of the District Attorney of the Thirty-Seventh Judicial District as of December 31, 2018, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedules and notes to required supplementary information, the Schedule of Employer's share of the Net Pension Liability, and the Schedule of Employer Contributions, as listed in the table of contents 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 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. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District Attorney of the Thirty-Seventh Judicial District's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head on page 49 is presented for the purpose of additional analysis and is not a required part of the financial statements.

This schedule 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 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 my opinion, the schedule of compensation, benefits and other payments is fairly stated, in all material respects, in relation to the basic financial statements.

DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT ATTORNEY  
Parish of Caldwell, Louisiana  
Independent Auditor's Report,  
December 31, 2018

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated August 7, 2019, on my consideration of the District Attorney of the Thirty-Seventh Judicial District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Thirty-Seventh Judicial District's internal control over financial reporting and compliance.



West Monroe, Louisiana  
August 7, 2019

**REQUIRED SUPPLEMENTARY INFORMATION**  
**PART I**

District Attorney of the Thirty-Seventh Judicial District  
Parish of Caldwell, Louisiana  
**Management's Discussion and Analysis**  
December 31, 2018

As management of the District Attorney of the Thirty-Seventh Judicial District, I offer readers of the District Attorney of the Thirty-Seventh Judicial District's financial statements this narrative overview and analysis of the financial activities of the District Attorney of the Thirty-Seventh Judicial District for the fiscal year ended December 31, 2018. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

### **Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the District attorney's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the district attorney's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

***Government-wide financial statements.*** The *government-wide financial statements* are designed to provide readers with a broad overview of the District Attorney of the Thirty-Seventh Judicial District's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the District Attorney of the Thirty-Seventh Judicial District's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District Attorney of the Thirty-Seventh Judicial District is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of 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 (for example, earned, but unused, sick leave).

**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. The District Attorney of the Thirty-Seventh Judicial District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District Attorney of the Thirty-Seventh Judicial District can be divided into two categories: governmental funds and fiduciary (agency) 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. Such information may be useful in evaluating a government's near-term financing requirements.

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. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District Attorney of the Thirty-Seventh Judicial District adopts an annual appropriated budget for the general fund and the special revenue funds. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the District Attorney of the Thirty-Seventh Judicial District's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

**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.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the District Attorney of the Thirty-Seventh Judicial District's performance.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the District Attorney of the Thirty-Seventh Judicial District exceeded liabilities by \$5,227. Approximately 31% of the District Attorney of the Thirty-Seventh Judicial District's net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

An additional portion of the District Attorney of the Thirty-Seventh Judicial District's net position represents resources that are subject to external restrictions (e.g., debt service). The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the District Attorney of the Thirty-Seventh Judicial District to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets being included in the statement of net position.

STATEMENT OF NET POSITION  
Governmental Funds

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$23,015	\$30,058
Receivables	30,817	17,394
Due from District Attorney	1,500	
Net pension asset	11,365	
Capital assets (net of accumulated depreciation)	<u>1,606</u>	<u>2,728</u>
<b>TOTAL ASSETS</b>	<u>68,303</u>	<u>50,180</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	<u>59,872</u>	<u>78,303</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u>\$128,175</u>	<u>\$128,483</u>
<b>LIABILITIES</b>		
Accounts payable	\$16,946	\$6,827
Payroll withholdings payable	3,099	2,631
Net pension liability	<u>52,468</u>	<u>77,469</u>
<b>TOTAL LIABILITIES</b>	<u>72,513</u>	<u>86,927</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension related	50,435	31,150
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	1,606	2,728
Unrestricted	<u>3,621</u>	<u>7,678</u>
<b>TOTAL NET POSITION</b>	<u>5,227</u>	<u>10,406</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u>\$128,175</u>	<u>\$128,483</u>

STATEMENT OF ACTIVITIES

	<u>2018</u>	<u>2017</u>
<b>Judicial:</b>		
Personal services	\$381,479	\$435,497
Operating services	45,152	39,146
Materials and supplies	16,248	5,911
Travel	9,145	6,949
Intergovernmental	31,222	55,094
Depreciation expense	1,122	1,076
<b>Total Program Expenses</b>	<u>484,368</u>	<u>543,673</u>
<b>Program revenues:</b>		
Charges for services	141,561	209,064
Operating grants and contributions	<u>316,600</u>	<u>325,837</u>
<b>Total program revenues</b>	<u>458,161</u>	<u>534,901</u>
<b>Net Program Expenses</b>	<u>(26,207)</u>	<u>(8,772)</u>
<b>General revenues</b>		
Other revenues	<u>15,388</u>	<u>13,870</u>
<b>Change in Net Position</b>	<u>(10,819)</u>	<u>5,098</u>
<b>Net Position - Beginning of year as restated</b>	<u>16,046</u>	<u>5,308</u>
<b>Net Position - End of year</b>	<u>\$5,227</u>	<u>\$10,406</u>

### **Financial Analysis of the Government's Funds**

As noted earlier, the District Attorney of the Thirty-Seventh Judicial District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the 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 fiscal year.

As of December 31, 2018, combined governmental fund balances of \$35,287 showed a decrease of \$2,707 over December 31, 2017. The General Fund's portion of the unreserved, undesignated fund balance of \$15,614 shows a decrease (of approximately \$5,753) from the prior year amount.

### **Budgetary Highlights**

The primary difference between revenues of the original budget and the final budget for the General Fund was due to a decrease in other state funds and commissions on fines and forfeitures. The differences between expenditures of the original budget and the final budget were primarily due an increase in materials and supplies and travel and other charges and decreases in personnel services, operating services and intergovernmental.

The primary difference in revenues of the original budget and the final budget for the Worthless Check fund was due to an increase in fees, charges and commissions. Differences between expenditures of the original budget and the final budget were due to an increase in materials and supplies and intergovernmental expenditures.

The budget for the IV-D fund was amended to decrease personal services and related benefits, operating services, travel and other charges and capital outlay, and increase materials and supplies.

### **Capital Asset and Debt Administration**

**Capital assets.** The District Attorney of the Thirty-Seventh Judicial District's investment in capital assets for its governmental activities as of December 31, 2018, amounts to \$1,606 (net of accumulated depreciation). This investment includes furniture and equipment. There were no increases or decreases in capital assets for the year.

**Long-term debt.** The District Attorney of the Thirty-Seventh Judicial District has debt outstanding of \$52,468 which consists of net pension liability.

### **Requests for Information**

This financial report is designed to provide a general overview of the District Attorney of the Thirty-Seventh Judicial District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District Attorney of the Thirty-Seventh Judicial District, P.O. Box 839, Columbia, LA 71418.

## **BASIC FINANCIAL STATEMENTS**

District Attorney of the Thirty-Seventh Judicial District  
 Parish of Caldwell, Louisiana  
 Governmental Activities  
 Statement of Net Position  
 December 31, 2018

<b>Assets</b>	
Cash and cash equivalents	\$23,015
Receivables	30,817
Due from District Attorney	1,500
Net pension asset	11,365
Capital assets (net)	<u>1,606</u>
Total Assets	<u>68,303</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension related	<u>59,872</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES</b>	<b><u><u>\$128,175</u></u></b>
<b>Liabilities</b>	
Accounts payable	\$16,946
Payroll withholding payable	3,099
Net pension liability	<u>52,468</u>
Total Liabilities	72,513
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension related	50,435
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	1,606
Unrestricted	<u>3,621</u>
Total Net Position	<u>5,227</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<b><u><u>\$128,175</u></u></b>

See accompanying notes to basic financial statements.

District Attorney of the Thirty-Seventh Judicial District  
Parish of Caldwell, Louisiana

Statement of Activities  
December 31, 2018

**EXPENSES**

## Judicial:

Personal services	\$381,479
Operating services	45,152
Materials and supplies	16,248
Travel	9,145
Intergovernmental	31,222
Depreciation expense	1,122
Total Program Expenses	484,368

**REVENUES**

## Program revenues:

Charges for services	141,561
Operating grants and contributions	316,600
Total program revenues	458,161
Net Program Expenses	(26,207)

## General revenues -

Other revenues	15,388
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Change in Net Position	(10,819)
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Net Position - Beginning of year	16,046
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Net Position - End of year	\$5,227
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The accompanying notes are an integral part of this statement.

District Attorney of the Thirty-Seventh Judicial District  
 Parish of Caldwell, Louisiana  
 Governmental Funds  
 Balance Sheet  
 December 31, 2018

	General	IV-D	Worthless Check Division	Total Governmental Funds
<b>Assets</b>				
Cash and equivalents	\$14,415	\$4,829	\$3,771	\$23,015
Receivables	5,673	25,144		30,817
Due from District Attorney	1,500			1,500
Due from other funds	1,250		451	1,701
Total Assets	<u>\$22,838</u>	<u>\$29,973</u>	<u>\$4,222</u>	<u>\$57,033</u>
<b>Liabilities and Fund Balances</b>				
Liabilities:				
Accounts payable	\$4,125	\$12,667	\$154	\$16,946
Payroll withholdings payable	3,099			3,099
Due to other funds		1,701		1,701
Total Liabilities	7,224	14,368	154	21,746
Fund Equity - fund balances:				
Restricted - other general government		15,605		15,605
Assigned			4,068	4,068
Unassigned	15,614			15,614
Total Fund Balances	<u>15,614</u>	<u>15,605</u>	<u>4,068</u>	<u>35,287</u>
Total Liabilities and Fund Balances	<u>\$22,838</u>	<u>\$29,973</u>	<u>\$4,222</u>	<u>\$57,033</u>

See accompanying notes to basic financial statements.

District Attorney of the Thirty-Seventh Judicial District  
Parish of Caldwell, Louisiana

Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position

For the Year Ended December 31, 2018

Total Fund Balances at December 31, 2018 - Governmental Funds (Statement C)		<u>\$35,287</u>
Net pension asset		11,365
Deferred outflows of resources		59,872
Cost of capital assets at December 31, 2018	\$70,164	
Less: Accumulated depreciation as of December 31, 2018	<u>(68,558)</u>	1,606
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(52,468)
Deferred inflows of resources		<u>(50,435)</u>
Net Position at December 31, 2018 (Statement A)		<u><u>\$5,227</u></u>

The accompanying notes are an integral part of this statement.

District Attorney of the Thirty-Seventh Judicial District  
 Parish of Caldwell, Louisiana  
 Governmental Funds  
 Statement of Revenues, Expenditures, and Changes in Fund Balances  
 For the Year Ended December 31, 2018

	<u>General</u>	<u>IV-D</u>	<u>Worthless Check Division</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>				
Intergovernmental revenues:				
Federal funds		\$140,600		\$140,600
State funds:				
Department of Social Services	\$30,000			30,000
Other state funds	140,000			140,000
Local funds	6,000			6,000
Fees, charges, and commissions for services			\$28,696	28,696
Commissions on fines and forfeitures	112,865			112,865
Total revenues	<u>288,865</u>	<u>140,600</u>	<u>28,696</u>	<u>458,161</u>
<b>EXPENDITURES</b>				
Current:				
Judicial:				
Personal services and related benefits	226,072	126,551	6,478	359,101
Operating services	38,892	5,852	408	45,152
Materials and supplies	6,041	5,129	5,078	16,248
Travel and other charges	8,995	150		9,145
Intergovernmental	14,618		16,604	31,222
Total expenditures	<u>294,618</u>	<u>137,682</u>	<u>28,568</u>	<u>460,868</u>
Excess (deficiency) of revenues over expenditures	<u>(5,753)</u>	<u>2,918</u>	<u>128</u>	<u>(2,707)</u>
<b>FUND BALANCES - BEGINNING</b>	<u>21,367</u>	<u>12,687</u>	<u>3,940</u>	<u>37,994</u>
<b>FUND BALANCES - ENDING</b>	<u>\$15,614</u>	<u>\$15,605</u>	<u>\$4,068</u>	<u>\$35,287</u>

See accompanying notes to basic financial statements.

District Attorney of the Thirty-Seventh Judicial District  
Parish of Caldwell, Louisiana

Reconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities

For the Year Ended December 31, 2018

Total net change in fund balances - governmental funds (Statement D)	(\$2,707)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(1,122)
Non-employer contributions to cost-sharing pension plan	15,388
Pension expense	<u>(22,378)</u>
Change in net position of governmental activities (Statement B)	<u><u>(\$10,819)</u></u>

The accompanying notes are an integral part of this statement.

District Attorney of the Thirty-Seventh Judicial District  
Parish of Caldwell, Louisiana

Statement of Fiduciary Net Assets - Agency Fund

December 31, 2018

WORTHLESS  
CHECK  
PAYMENTS

**ASSETS**

Cash and cash equivalents

\$2,358

**LIABILITIES**

Unsettled deposits held for others

\$2,358

District Attorney of the Thirty-Seventh Judicial District  
Parish of Caldwell, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended December 31, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the district attorney has charge of every criminal prosecution by the state in his district, is the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury. He performs other duties as provided by law. The district attorney is elected by the qualified electors of the judicial district for a term of six years. The judicial district encompasses the parish of Caldwell, Louisiana.

The accompanying financial statements of the District Attorney of the Thirty-Seventh Judicial District have been prepared in conformity with U.S. generally accepted accounting principles (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.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments. Certain of the significant changes in the Statement include the following:

**A. REPORTING ENTITY**

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

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

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the district attorney to impose its will on that organization and/or

DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
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Notes to the Financial Statements (Continued)

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the district attorney.
2. Organizations for which the district attorney does not appoint a voting majority but are fiscally dependent on the district attorney.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the district attorney's office is located and provides partial funding for equipment, furniture and supplies of the district attorney's office, the district attorney was determined to be a component unit of the Caldwell Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Caldwell Parish financial reporting entity.

## **B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The district attorney's basic financial statements include both government-wide (reporting the district attorney as a whole) and fund financial statements (reporting the district attorney's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the district attorney are classified as governmental.

The district attorney reports the following major governmental funds:

The General Fund is the district attorney's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Title IV-D Fund consists of incentive payments and reimbursement grants from the Louisiana Department of Social Services, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of the fund is to enforce the support obligation owed by

DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana  
Notes to the Financial Statements (Continued)

absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

The Worthless Check Fund consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides for a specific fee whenever the district attorneys' office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the district attorney and may be used only to defray the salaries and expenses of the office of the district attorney, but may not be used to supplement the salary of the district attorney.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the district attorney.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net position are reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The district attorney first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the district attorney's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the district attorney's general revenues.

**Allocation of Indirect Expenses** - The district attorney reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

### **C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS**

The financial transactions of the district attorney are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the district attorney. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The district attorney's current operations require the use of only governmental funds. The governmental fund types used by the district attorney is described as follows:

#### **Governmental Fund Type**

##### **General Fund (District Attorneys' Expense)**

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that twelve per cent of the fines collected and bonds forfeited be transmitted to the district attorney to defray the necessary expenditures of his office.

##### **Special Revenue Funds**

Special revenue funds are used to account for the proceeds of specific revenue sources such as federal and state grants and fees for services. Those revenues are legally restricted, either by grant agreement or state law, to expenditures for specified purposes such as family and child support programs, and specified expenses of the district attorney's office.

**Fiduciary Fund Type - Agency Fund**

The agency fund is used as a depository for partial payments on the collection of worthless checks. Disbursements are made to merchants and to the sheriff's office when full amount is collected. The agency fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations.

**D. BASIS OF ACCOUNTING**

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

**1. Accrual:**

The governmental type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental fund financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The district attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for

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interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Commissions on fines and bond forfeitures are recorded in the year they are collected by the parish tax collector.

Fees from the collection of worthless checks are recorded in the year they are collected. Grants are recorded when the district attorney is entitled to the funds. Interest income on time deposits is recorded when the time deposits have matured and the interest is available. Substantially all other revenues are recorded when received.

Based on the above criteria, commissions on fines and bond forfeitures, and grants have been treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**E. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the district attorney, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

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**F. VACATION AND SICK LEAVE**

All employees are entitled to one to three weeks of non-cumulative vacation leave and ten to fifteen days of non-cumulative sick leave each year. Unused vacation and sick leave cannot be carried forward to the succeeding year. At December 31, 2018, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

**G. RISK MANAGEMENT**

The district attorney is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the district attorney maintains commercial insurance policies covering his automobile, professional liability and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2018.

**H. CASH AND CASH EQUIVALENTS**

Under state law, the district attorney may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The district attorney may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2018, the district attorney has cash and cash equivalents (book balances) totaling \$25,373 follows:

Demand deposits	\$25,343
Petty cash	<u>30</u>
Total	<u>\$25,373</u>

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the 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

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custodial bank to advertise and sell the pledged securities within 10 days of being notified by the judicial expense that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the district attorney's name. The district attorney does not have a policy concerning custodial risk.

Cash and cash equivalents (bank balances) at December 31, 2018 is \$31,266 and is fully secured by FDIC insurance.

#### **I. PENSION PLANS**

The District Attorney's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plans as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

#### **J. 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 borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

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When an expense is incurred for the purposes for which both restricted and unrestricted net position is 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 expense.

In the fund financial 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:

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

*Restricted* - represents balances where constraints have been established by parties outside the district attorney's office or imposed by law through constitutional provisions or enabling legislation.

*Committed* - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the district attorney's highest level of decision-making authority.

*Assigned* - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

*Unassigned* - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$14,114. If applicable, the district attorney 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.

## **K. 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

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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.

**L. RESTATEMENT OF NET POSITION**

As of July 1, 2014, the Thirty-Seventh Judicial District Attorney implemented Governmental Accounting Standards Board (GASB) Statement 68 *Accounting and Financial Reporting for Pensions-Amendment of GASB Statement 27*, which resulted in a cumulative change in accounting principle and also a restatement of net position.

Errors were made during the GASB 68 calculation in the prior year. The net effect of the restatement to correct this error will be to increase net position of the district attorney by \$5,640.

The net effect to the Government-Wide Statement of Net Position is as follows:

Total Net Position, December 31, 2017, as previously stated	\$10,406
Net Change in Net Pension Liability at December 31, 2018	<u>5,640</u>
Total Net Position, December 31, 2018, Restated	<u><u>\$16,046</u></u>

**2. RECEIVABLES**

The following is a summary of receivables at December 31, 2018:

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
Intergovernmental revenues -			
State - Department of Social Services		\$25,144	\$25,144
Commissions on fines and forfeitures	<u>\$5,673</u>		<u>5,673</u>
Total	<u><u>\$5,673</u></u>	<u><u>\$25,144</u></u>	<u><u>\$30,817</u></u>

**3. DUE TO/FROM OTHER FUNDS**

The following presents interfund balances due from and to other funds at December 31, 2018.

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	Due from Other Funds	Due to Other Funds
General Fund	\$1,250	
Title IV-D		\$1,701
Worthless Check	451	
Total	<u>\$1,701</u>	<u>\$1,701</u>

#### 4. CHANGES IN CAPITAL ASSETS

A summary of changes in office equipment follows:

Balance, January 1, 2018	\$70,164
Additions	NONE
Deletions	<u>NONE</u>
Balance at December 31, 2018	<u>70,164</u>
Less accumulated depreciation	<u>(68,558)</u>
Net capital assets	<u>\$1,606</u>

#### 5. PENSION PLAN

##### Retirement Systems

##### Parochial Employees' Retirement System of Louisiana (System)

The District Attorney of the Thirty-Seventh Judicial District contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All permanent employees working at least 28 hours per week are eligible to participate in the System. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. Employees of the District Attorney are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

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1. Any age after 30 years of creditable service.
2. Age 55 after 25 years of creditable service.
3. Age 60 after 10 years of creditable service.
4. Age 65 after seven years creditable service.

Eligibility for retirement for Plan A members hired on or after January 1, 2007 is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable service.

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

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2018, the District Attorney of the Thirty-Seventh Judicial District's total payroll for all employees was \$423,703. Total covered payroll was \$60,651. Covered payroll refers to all compensation paid by the District Attorney of the Thirty-Seventh Judicial District to active employees covered by the Plan.

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

### *Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 11.5% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the District Attorney of the

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Thirty-Seventh Judicial District to the System monthly. The District Attorney of the Thirty-Seventh Judicial District's contributions to the System under Plan A for the year ending December 31, 2018 were \$6,975.

*Pension Liabilities (Assets), Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At December 31, 2018, the Employer reported an asset of (\$11,365) for its proportionate share of the Net Pension Liability (Asset). The Net Pension (Asset) was measured as of December 31, 2017 and the total pension asset used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The District Attorney of the Thirty-Seventh Judicial District's proportion of the Net Pension Asset was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the District Attorney's proportion was 0.0153%, which was an increase of 0.0023 from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018 the District Attorney of the Thirty-Seventh Judicial District recognized pension expense of \$14,243 and reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		\$7,357
Changes in assumptions	\$14,344	
Net difference between projected and actual earnings on pension plan		26,257
Changes in employer's proportion of beginning NPL	209	736
Differences between employer and proportionate share of contributions		65
Contributions subsequent to the measurement date	6,975	
Total	\$21,528	\$34,415

The \$6,975 reported as deferred outflows of resources related to pensions resulting from the District Attorney of the Thirty-Seventh Judicial District contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

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Year ended December 31,	
2018	\$1,625
2019	(1,990)
2020	(9,089)
2021	(10,408)
TOTAL	(19,862)

*Actuarial Assumptions*

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

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75%, per annum
Salary increases	5.25% (2.75% merit, 2.5% inflation)
Inflation rate	2.5%, per annum
Mortality rates	RP-2000 Employees Sex Distinct Table for Employees  RP-2000 Healthy Annuitant Sex Distinct Table annuitants and beneficiaries  RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
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 increases 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 model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each

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major asset class included in the pension plan’s target asset allocation as of December 31, 2017 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real Assets	2%	0.12%
Totals	100%	5.62%
Inflation		2.00%
Expected arithmetic nominal return		7.62%

*Discount Rate*

The discount rate used to measure the total pension liability (asset) was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems’ Actuarial Committee. Based on those assumptions, the System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability (asset).

*Sensitivity of the District Attorney of the Thirty-Seventh Judicial District’s Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate*

The following presents the District Attorney of the Thirty-Seventh Judicial District’s proportionate share of the net pension liability (asset) calculated using the discount rate of 6.75%, as well as what the District Attorney’s proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.75%) or one percentage-point higher (7.75%) than the current rate:

	1.0% Decrease (5.75%)	Current Discount Rate (6.75%)	1.0% Increase (7.75%)
Employer’s proportionate share of net pension liability (Asset)	\$56,035	(\$11,365)	(\$71,381)

*Plan Fiduciary Net Position*

Detailed information about the Plan’s fiduciary net position is available in the separately issued Parochial Employees’ Retirement System of Louisiana Audit Report at [www.persla.org](http://www.persla.org).

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**District Attorney's Retirement System of Louisiana (System)**

*Plan Description*

The District Attorney of the Thirty-Seventh Judicial District contributes to the District Attorneys' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System was established on August 1, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of Louisiana R.S. 11, Chapter 3 for district attorneys and their assistants in each parish. All persons who are district attorneys of the State of Louisiana or assistant district attorneys in any parish shall become members as a condition of their employment, provided in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

Any member of the Plan who was hired prior to July 1, 1990, and who have elected not to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 62 after 10 or more years of creditable service.
2. Age 60 after 18 or more years of creditable service.
3. Age 55 after 23 or more years of creditable service.
4. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to three percent of the employee's final compensation for each year of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

Any member of the Plan who was hired after July 1, 1990, or who have elected to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 60 after 10 or more years of creditable service.
2. Age 55 after 24 or more years of creditable service.
3. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to 3.5% of the employee's final compensation multiplied by years of membership service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

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For the year ended December 31, 2018, the District Attorney of the Thirty-Seventh Judicial District's total payroll for all employees was \$423,703. Total covered payroll was \$101,370. Covered payroll refers to all compensation paid by the District Attorney of the Thirty-Seventh Judicial District to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the District Attorneys' Retirement System of Louisiana, 1645 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 267-4824, or by visiting the System's website [www.ladars.org](http://www.ladars.org).

*Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 0% for January through June and 1.25% for July through December, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Members are required by state statute to contribute 8.0% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the District Attorney of the Thirty-Seventh Judicial District to the System monthly. The District Attorney of the Thirty-Seventh Judicial District's contributions to the System for the year ending December 31, 2018 were \$634.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At December 31, 2018, the Employer reported a liability of \$52,468 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District Attorney of the Thirty-Seventh Judicial District's proportion of the Net Pension Liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the District Attorney's proportion was 0.163%, which was a decrease of 0.0101% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the District Attorney of the Thirty-Seventh Judicial District recognized pension expense of \$17,936 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$(2,751). Total pension expense for the District Attorney of the Thirty-Seventh Judicial District for the year ended December 31, 2018 was \$15,186.

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$282	\$7,622
Changes in assumptions	31,825	3,462
Net difference between projected and actual earnings on pension plan	4,393	
Changes in employer's proportion of beginning NPL	1,210	4,821
Difference between employer and proportionate share of contributions		115
Employer contributions subsequent to the measurement date	634	
Total	\$38,344	\$16,020

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2019	\$8,340
2020	4,453
2021	1,249
2022	2,063
2023	5,585
TOTAL	\$21,690

*Actuarial Assumptions*

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

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry age normal costs
Actuarial Assumptions:	
Investment Rate of Return	6.50%, per annum
Salary increases	5.50% (2.4% inflation, 3.1% merit)
Mortality rates	RP 2000 Combined Healthy with White Collar

DISTRICT ATTORNEY OF THE  
 THIRTY-SEVENTH JUDICIAL DISTRICT  
 Parish of Caldwell, Louisiana  
 Notes to the Financial Statements (Continued)

	Adjustment Sex Distinct Table(set back 1 year for females) RP 2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females
Expected remaining service lives	6 years
Cost of Living Adjustments	Only those previously granted

The estimated long-term rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.45% for the year ended June 30, 2018. Best estimates of real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Long-Term Target Asset Allocation	Expected Portfolio Real Rate of Return
Equities	61.72%	10.82%
Fixed income	28.95%	6.36%
Alternatives	8.85%	10.50%
Cash	.48%	.50%
Totals	100%	
Inflation		2.50%
Expected arithmetic nominal return	9.45%	

*Discount Rate*

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

DISTRICT ATTORNEY OF THE  
 THIRTY-SEVENTH JUDICIAL DISTRICT  
 Parish of Caldwell, Louisiana  
 Notes to the Financial Statements (Continued)

*Sensitivity of the District Attorney of the Thirty-Seventh Judicial District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the District Attorney of the Thirty-Seventh Judicial District's proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the District Attorney's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.0% Decrease (5.50%)	Current Discount Rate (6.50%)	1.0% Increase (7.50%)
Employer's proportionate share of net pension liability	\$141,267	\$52,468	(\$23,076)

*Plan Fiduciary Net Position*

Detailed information about the System's fiduciary net position is available in the separately issued District Attorneys' Retirement System of Louisiana Audit Report at [www.ladars.org](http://www.ladars.org).

**6. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balance due to others follows:

Balance at January 1, 2018	\$52,070
Additions	NONE
Reductions	(49,712)
Balance at December 31, 2018	<u>\$2,358</u>

**7. LITIGATION AND CLAIMS**

At December 31, 2018, the district attorney is not involved in any litigation, nor is he aware of any unasserted claims.

DISTRICT ATTORNEY OF THE  
 THIRTY-SEVENTH JUDICIAL DISTRICT  
 Parish of Caldwell, Louisiana  
 Notes to the Financial Statements (Continued)

**8. EXPENDITURES OF THE DISTRICT ATTORNEY  
 NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain expenditures of the district attorney paid out of the funds of the criminal court, the parish police jury, or directly by the state.

**9. FEDERAL FINANCIAL ASSISTANCE**

During the year ended December 31, 2018, the District Attorney of the Thirty-Seventh Judicial District participated in the following federal financial assistance program:

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR NAME/ PROGRAM TITLE	PASS- THROUGH GRANTORS' NUMBER	CFDA NUMBER	YEAR ENDED December 31, 2018
<b>UNITED STATES DEPARTMENT HEALTH AND HUMAN SERVICES</b> Passed through Louisiana Department of Social Services - Child Enforcement Title IV-D	501587	13.783	<u>\$140,600</u>

**10. LOUISIANA LEGISLATIVE AUDITOR INVESTIGATION**

The Louisiana Legislative Auditor issued an Investigative Audit of the District Attorney of the Thirty-Seventh Judicial District dated May 23, 2018. The audit found that a former employee of the District Attorney acknowledged taking cash and money orders intended for the District Attorney's office and using the funds for her personal use. Ms. Sharon Lovett received at least \$17,238 in cash and money orders and discarded the receipt books to conceal the amounts taken. The District Attorney has subsequently stopped taking cash payments and is in the process of implementing policies and procedures to prevent future theft or misappropriation.

*Required Supplemental Information (Part II)*

**Schedule 1**

District Attorney for the 37<sup>th</sup> Judicial District  
 Parish of Caldwell, Louisiana  
 Budgetary Comparison Schedule - General Fund  
 For the Year Ended December 31, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
<b>Revenues</b>				
Intergovernmental revenues:				
State funds:				
Department of Social Services	\$30,000	\$30,000	\$30,000	
Other state funds	149,000	140,000	140,000	
Local funds	6,000	6,000	6,000	
Commissions on fines and forfeitures	<u>184,800</u>	<u>107,270</u>	<u>112,865</u>	<u>\$5,595</u>
Total revenues	<u>369,800</u>	<u>283,270</u>	<u>288,865</u>	<u>5,595</u>
<b>Expenditures</b>				
Current:				
Judicial:				
Personal services and related benefits	260,000	226,000	226,072	(72)
Operating services	83,000	36,000	40,392	(4,392)
Materials and supplies	1,000	4,230	6,041	(1,811)
Travel and other charges	10,000	19,500	8,995	10,505
Intergovernmental	<u>11,000</u>		<u>14,618</u>	<u>(14,618)</u>
Total expenditures	<u>365,000</u>	<u>285,730</u>	<u>296,118</u>	<u>(10,388)</u>
<b>Excess (Deficiency) of</b>				
<b>Revenues over Expenditures</b>	<u>4,800</u>	<u>(2,460)</u>	<u>(7,253)</u>	<u>(4,793)</u>
<b>Fund Balance - Beginning</b>	<u>20,000</u>	<u>4,755</u>	<u>21,367</u>	<u>16,612</u>
<b>Fund Balance - Ending</b>	<u>\$24,800</u>	<u>\$2,295</u>	<u>\$14,114</u>	<u>\$11,819</u>

(Continued)

District Attorney for the 37<sup>th</sup> Judicial District  
 Parish of Caldwell, Louisiana  
 Budgetary Comparison Schedule  
 IV-D and Worthless Check Funds  
 For the Year Ended December 31, 2018

	IV - D			Worthless Checks				
	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>								
Intergovernmental revenues -								
Federal	\$161,239	\$140,600	\$140,600					
Fees, charges, and commissions for services					\$15,000	\$29,000	\$28,696	(\$304)
Use of money and property								
Total revenues	<u>161,239</u>	<u>140,600</u>	<u>140,600</u>		<u>15,000</u>	<u>29,000</u>	<u>28,696</u>	<u>(304)</u>
<b>Expenditures</b>								
Current:								
Judicial:								
Personal services and related benefits	149,647	126,551	126,551				6,478	(6,478)
Operating services	6,450	5,852	5,852				408	(408)
Materials and supplies	2,280	5,129	5,129			739	5,078	(4,339)
Travel and other charges	1,189	150	150					
Capital outlay	1,673							
Intergovernmental					15,000	28,000	16,604	11,396
Total expenditures	<u>161,239</u>	<u>137,682</u>	<u>137,682</u>		<u>15,000</u>	<u>28,739</u>	<u>28,568</u>	<u>171</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>NONE</u>	<u>2,918</u>	<u>2,918</u>		<u>NONE</u>	<u>261</u>	<u>128</u>	<u>133</u>
<b>Fund Balance - Beginning</b>	<u>NONE</u>	<u>12,687</u>	<u>12,687</u>		<u>NONE</u>	<u>NONE</u>	<u>3,940</u>	<u>3,940</u>
<b>Fund Balance - Ending</b>	<u>NONE</u>	<u>\$15,605</u>	<u>\$15,605</u>	<u>NONE</u>	<u>NONE</u>	<u>\$261</u>	<u>\$4,068</u>	<u>\$4,073</u>

(Concluded)

**District Attorney for the 37<sup>th</sup> Judicial District  
Parish of Caldwell, Louisiana**

**Required Supplementary Information  
Budgetary Comparison Schedules for Major Funds  
For the Year Ended December 31, 2018**

The proposed budget, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the district attorney and amended during the year, as necessary. The budget is established and controlled by the district attorney at the object level of expenditure. The district attorney does not utilize encumbrance accounting. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the district attorney.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts.

**District Attorney of the Thirty-Seventh Judicial District  
Parochial Employees Retirement System  
Schedule of Employer's Share of Net Pension Liability  
December 31, 2018**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.021707%	\$5,935	\$98,413	6.03%	87.34%
2016	0.017164%	\$45,181	\$104,318	43.31%	99.23%
2017	0.017589%	\$36,225	\$94,246	38.44%	82.10%
2018	0.015312%	(\$11,365)	\$94,246	(18.74%)	102.00%

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

**District Attorney of the Thirty-Seventh Judicial District  
 District Attorneys Retirement System  
 Schedule of Employer's Share of Net Pension Liability  
 December 31, 2018**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.180338%	\$9,714	\$101,510	9.57%	98.56%
2016	0.167517%	\$32,064	\$101,370	31.63%	95.09%
2017	0.152913%	\$41,244	\$101,370	40.69%	93.57%
2018	0.163049%	\$52,468	\$163,471	32.10%	92.92%

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

**District Attorney of the Thirty-Seventh Judicial District  
Parochial Employees Retirement System  
Schedule of Employer Contributions  
December 31, 2018**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$14,270	\$14,270	\$0	\$98,413	14.50%
2016	\$13,561	\$13,561	\$0	\$104,318	13.00%
2017	\$11,781	\$11,781	\$0	\$94,246	12.50%
2018	\$6,975	\$6,975	\$0	\$60,651	11.50%

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

**District Attorney of the Thirty-Seventh Judicial District  
 District Attorneys Retirement System  
 Schedule of Employer Contributions  
 December 31, 2018**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$7,106	\$7,106	\$0	\$101,510	7.00%
2016	\$3,548	\$3,548	\$0	\$101,370	3.50%
2017	\$0	\$0	\$0	\$101,370	0.00%
2018	\$0	\$0	\$0	\$163,471	0.00%

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

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

DISTRICT ATTORNEY FOR THE 37<sup>TH</sup> JUDICIAL DISTRICT  
Columbia, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2018

BRIAN E. FRAZIER, DISTRICT ATTORNEY

<b>PURPOSE</b>	<b>AMOUNT</b>
Salary (State)	\$50,000
Salary (District Attorney)	76,800
Salary (Police Jury)	6,000
Per Diem (District Attorney)	1,062
Car allowance (District Attorney)	10,500
Mileage reimbursements (District Attorney)	723
Registration fees	425
Membership dues (District Attorney)	435
Housing and lodging (District Attorney)	4,404
Meals (District Attorney)	212

**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART III**

**Independent Auditor's Report Required  
by *Government Auditing Standards***

The following independent auditor's report on compliance with laws, regulations, contracts and internal control is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Member:  
American Institute of  
Certified Public Accountants  
Society of Louisiana Certified  
Public Accountants

**MARY JO FINLEY, CPA, INC.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
116 Professional Drive - West Monroe, LA 71291  
Phone (318) 329-8880 - Fax (318) 239-8883

Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

**Independent Auditors Report on Internal Control Over Financial  
Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed  
in Accordance With *Government Auditing Standards***

HONORABLE BRIAN FRAIZER  
DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major funds and the fiduciary fund of the District Attorney of the Thirty-Seventh Judicial District, a component unit of the Caldwell Parish Police Jury as of and for the year ended December 31, 2018 and the related notes to the financial statements, which collectively comprise the District Attorney of the Thirty-Seventh Judicial District's basic financial statements, and have issued my report thereon dated August 7, 2019.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the District Attorney of the Thirty-Seventh Judicial District's internal control over financial reporting(internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Thirty-Seventh Judicial District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District Attorney of the Thirty-Seventh Judicial District's internal control.

*A deficiency in internal control* exist 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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. I did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2018-003, that I consider to be a significant deficiency.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

DISTRICT ATTORNEY OF THE  
THIRTY-SEVENTH JUDICIAL DISTRICT  
PARISH OF CALDWELL

Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
December 31, 2018

**Compliance and Other Matters**

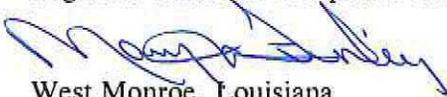
As part of obtaining reasonable assurance about whether District Attorney of the Thirty-Seventh Judicial District's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed two instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and are included as finding 2018-001 and 2018-002 in the accompanying schedule of findings and responses.

**District Attorney of the Thirty-Seventh Judicial District's Response to Findings**

The district attorney's response to the findings identified in my audit is described in the accompanying schedule of findings and questioned costs. The district attorney's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District Attorney of the Thirty-Seventh Judicial District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Thirty-Seventh Judicial District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana  
August 7, 2019

DISTRICT ATTORNEY OF THE THIRTY-SEVENTH  
JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana  
Schedule of Findings and Responses  
For the Year Ended December 31, 2018

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unmodified opinion on the general purpose financial statements of District Attorney of the Thirty-Seventh Judicial District.
2. Two instances of noncompliance material to the financial statements of District Attorney of the Thirty-Seventh Judicial District were disclosed during the audit.
3. One significant deficiency relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

**2018-001 Failing to file Financial Statements Pursuant to R.S. 24:513 B.(3)**

**Criteria:** State law requires audited financial statements of governments to be submitted within six months of year end.

**Condition:** The District Attorney of the Thirty-Seventh Judicial District's audited financial statements were not completed and submitted to the Louisiana Legislative Auditor's office by the statutory date of June 30, 2019.

**Cause of Condition:** Management was unable to provide a complete set of books in time for the external auditor to complete the audit by its due date.

**Effect of Condition:** Material noncompliance relating to the financial statements.

**Recommendation:** Management should have financial records completed in a timely manner.

**Response:** The district attorney updated several of his funds from manual records to Quickbooks files. It took longer than expected to have the files entered into Quickbooks and ready to be audited.

DISTRICT ATTORNEY OF THE THIRTY-SEVENTH  
JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana  
Schedule of Findings and Responses  
For the Year Ended December 31, 2018

**Finding 2018-002 Violation of Article VII, Section 14 of the Louisiana Constitution**

**Criteria:** Article VII, Section 14 of the Louisiana Constitution prohibits the District Attorney from pledging, donating or loaning funds or things of value to any person, association, or corporation, public or private.

**Condition:** It appears the District Attorney received an advance on his travel allowance of \$1,500.

**Cause of Condition:** The District Attorney received excess travel allowance.

**Effect of Condition:** Material noncompliance relating to the financial statements.

**Recommendation:** Management should track travel allowance to ensure no excess payments are made.

**Response:** The District Attorney did not realize he had received excess travel allowance due to the upgrading and transitioning to the new software.

**Finding 2018-003 Payroll Taxes Were Not Remitted Timely (Internal Control)**

**Criteria:** Proper reporting and payment of payroll taxes is necessary for proper internal control.

**Condition:** The District Attorney failed to submit August, 2018 payroll taxes. The agency signed in to the IRS website and entered the required information, but failed to submit the payment. The District Attorney was also late in paying the Louisiana State income taxes one quarter.

**Cause of Condition:** Payroll taxes were not submitted when required.

**Effect of Condition:** Material weakness in internal control.

**Recommendation:** Management should pay all payroll taxes by the due date.

**Response:** The office manager logged on to the IRS website and entered the required information but did not submit the payment. The payment has been made and a policy has been put into place to assure that payments are processed.

DISTRICT ATTORNEY OF THE THIRTY-SEVENTH  
JUDICIAL DISTRICT  
Parish of Caldwell, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2018

The Louisiana Legislative Auditor completed an investigative audit of the district attorney and issued its report dated May 23, 2018. Restitution was made in full in the amount of \$17,238.



BRIAN E. FRAZIER  
DISTRICT ATTORNEY  
P.O. BOX 839  
COLUMBIA, LOUISIANA 71418

State of Louisiana  
THIRTY-SEVENTH JUDICIAL DISTRICT  
OFFICE OF  
**District Attorney**

MAIN OFFICE (318) 649-7410  
CHILD SUPPORT (318) 649-5188  
CRIME STOPPERS (318) 649-3700  
FAX (318) 649-5985

CHARLES L. "CHUCK" COOK  
ASSISTANT DISTRICT ATTORNEY

THOMAS W. "WES" BURNS  
ASSISTANT DISTRICT ATTORNEY

August 7, 2019

Mary Jo Finley, CPA  
116 Professional Drive  
West Monroe, LA 71291

RE: Audit Results

Following is Caldwell Parish District Attorney's response of findings during your testing performed in accordance with the LLA's Audit Procedures:

1. In response to the finding of falling to file financial statements pursuant to La.R.S. 24:513B.(3), I submit that my office converted all the financial records from manual records to quickbooks. I hired a consultant to assistance in what turned out to be a much more difficult and time consuming task than anticipated. Now that all records are tracked by quickbooks, I feel strongly that a future delay will not occur.
2. In response to the finding of falling to comply with Article VII, Section 14 of the Louisiana Constitution, I submit that I receive a monthly vehicle stipend for my personal vehicle. My officer manager tracks the payments and issues them when due. During the course the 2018 year, two additional monthly stipend checks were issued totaling \$1,500.00. My office manager has been overwhelmed with transitioning the office's manual records to quickbooks. During the conversion process, the two additional stipend checks were mistakenly issued. Apparently, the entries were not correctly documented during the upgrading process. Upon realizing our error, I immediately ceased receiving the stipend until such time that the accounting error is corrected. Additionally, I am adopting a policy that will require a numbered acknowledgment of receipt signed by myself, and I will personally track the receipt of the stipend. Also, I believe that our upgraded bookkeeping system will prevent this from occurring ever again. I did not intentionally take the extra payments and my staff and I will ensure this never happens again.
3. My office manager logs on to the IRS website to pay our payroll taxes. The payment and account information is displayed and the request is required to be submitted by clicking on a button. Apparently, all steps were done as usual except for making the submission by clicking on the button. The payment has now been paid and I am also adopting a policy similar to the one set forth above under number two herein. I will have my office

manager sign a numbered acknowledgment and attach payment verification to the acknowledgment. During our monthly meeting, we will review the all acknowledgments to ensure this never happens again.



---

Brian Frazier  
Caldwell Parish District Attorney  
37th JDC