

**DISTRICT ATTORNEY OF THE  
FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana**

Financial Report

Year Ended December 31, 2018

TABLE OF CONTENTS

	Page
Independent Auditor's Report	1-3
 <b>BASIC FINANCIAL STATEMENTS</b>	
 <b>GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)</b>	
Statement of net position	6
Statement of activities	7
 <b>FUND FINANCIAL STATEMENTS (FFS)</b>	
Balance sheet - governmental funds	10
Reconciliation of the governmental funds balance sheet to the statement of net position	11
Statement of revenues, expenditures, and changes in fund balances - governmental funds	12
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities	13
Statement of fiduciary fund assets and liabilities - agency funds	14
Notes to basic financial statements	15-33
 <b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Budgetary comparison schedules:	
General Fund	35
Title IV-D Special Revenue Fund	36
Pre-Trial Diversion Special Revenue Fund	37
Schedule of employer's share of net pension liability	38
Schedule of employer contributions	39
Notes to required supplementary information	40-41
 <b>OTHER SUPPLEMENTARY INFORMATION</b>	
Statement of net position - compared to prior year totals	43
General and Special Revenue Funds - comparative balance sheets	44
Comparative statement of revenues, expenses, and changes in fund balance- governmental funds	45
Major Governmental Funds - Detailed budgetary comparison schedule compared to actual for prior year	
General Fund	46
Title IV-D Special Revenue Fund	47
Pre-Trial Diversion Special Revenue Fund	48

(continued)

TABLE OF CONTENTS (Continued)

INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS

Independent Auditor's Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

50-51

Summary schedule of current and prior year findings  
and management's corrective action plan

52-54

# KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA\*  
Victor R. Slaven, CPA\*  
Gerald A. Thibodeaux, Jr., CPA\*  
Robert S. Carter, CPA\*  
Arthur R. Mixon, CPA\*  
Brad E. Kolder, CPA, JD\*  
Stephen J. Anderson, CPA\*  
Christine C. Doucet, CPA  
Wanda F. Arcement, CPA, CVA  
Bryan K. Joubert, CPA  
Matthew E. Margaglio, CPA  
Casey L. Ardoin, CPA, CFE

183 S. Beadle Rd.  
Lafayette, LA 70508  
Phone (337) 232-4141

11929 Bricksome Ave.  
Baton Rouge, LA 70816  
Phone (225) 293-8300

1428 Metro Dr.  
Alexandria, LA 71301  
Phone (318) 442-4421

450 E. Main St.  
New Iberia, LA 70560  
Phone (337) 367-9204

200 S. Main St.  
Abbeville, LA 70510  
Phone (337) 893-7944

1201 David Dr.  
Morgan City, LA 70380  
Phone (985) 384-2020

434 E. Main St.  
Ville Platte, LA 70586  
Phone (337) 363-2792

332 W. Sixth Ave.  
Oberlin, LA 70655  
Phone (337) 639-4737

## INDEPENDENT AUDITOR'S REPORT

\* A Professional Accounting Corporation

WWW.KCSRPCAS.COM

The Honorable Keith Stutes  
District Attorney of the Fifteenth Judicial District  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Fifteenth Judicial District (District Attorney), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the 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*

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the 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 entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney, as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that budgetary comparison information and the schedules of employer's share of net pension liability and employer contributions on pages 35-41 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney's basic financial statements. The other supplementary information on pages 43 through 48 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The comparative statements on pages 43 through 45 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, these comparative statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole. The prior year comparative information on the comparative statements has been derived from the District Attorney's 2017 financial statements, which were subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, was fairly presented in all material respects in relation to the basic financial statements from which they have been derived.

The various schedules on pages 46 through 48 included in other supplementary information have not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on them.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2019, on our consideration of the District Attorney’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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’s internal control over financial reporting and compliance.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Lafayette, Louisiana  
May 30, 2019

**BASIC FINANCIAL STATEMENTS**

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Statement of Net Position  
December 31, 2018

	Governmental Activities
<b>ASSETS</b>	
Cash and interest-bearing deposits	\$ 2,792,595
Receivables	310,926
Prepaid items	1,799
Capital assets, net	36,551
Total assets	3,141,871
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Deferred outflow of resources - pension	937,819
<b>LIABILITIES</b>	
Accounts and other payables	397,403
Due to others	998
Net pension liability	563,000
Total liabilities	961,401
<b>DEFERRED INFLOW OF RESOURCES</b>	
Deferred inflow of resources - pension	464,906
<b>NET POSITION</b>	
Net investment in capital assets	36,551
Restricted for child support programs	145,922
Unrestricted	2,470,910
Total net position	\$ 2,653,383

The accompanying notes are an integral part of the basic financial statements.



**FUND FINANCIAL STATEMENTS (FFS)**

## **FUND DESCRIPTIONS**

### **General Fund**

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

### **Special Revenue Funds**

Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

#### **Title IV-D Fund**

To account for 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 comparable with Title IV-D of the Social Security Act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

#### **Pre-Trial Diversion**

To account for enrollment fees collected from participants in the Pre-Trial Diversion Program, authorized by Act 1170 of 1995. Additionally, this fund is used to account for the Local Agency Compensated Enforcement (L.A.C.E.) program.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Balance Sheet  
Governmental Funds  
December 31, 2018

	General	Title IV-D	Pre-Trial Diversion	Total
<b>ASSETS</b>				
Cash and interest-bearing deposits	\$ 2,706,506	\$ 9,791	\$ 76,298	\$ 2,792,595
Receivables:				
Commissions on fines and forfeitures	91,103	-	-	91,103
Fees	-	-	42,263	42,263
Grants	-	176,561	-	176,561
Due from other funds	19,854	-	-	19,854
Due from others	272	-	-	272
Interest	727	-	-	727
Prepaid items	-	1,799	-	1,799
<b>Total assets</b>	<b>\$ 2,818,462</b>	<b>\$ 188,151</b>	<b>\$ 118,561</b>	<b>\$ 3,125,174</b>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 19,242	\$ -	\$ -	\$ 19,242
Accrued liabilities	241,723	37,020	99,418	378,161
Due to other funds	980	3,410	15,464	19,854
Due to others	998	-	-	998
<b>Total liabilities</b>	<b>262,943</b>	<b>40,430</b>	<b>114,882</b>	<b>418,255</b>
Fund balances:				
Nonspendable	-	1,799	-	1,799
Restricted for child support programs	-	145,922	-	145,922
Committed for judicial operations	-	-	3,679	3,679
Unassigned	2,555,519	-	-	2,555,519
<b>Total fund balances</b>	<b>2,555,519</b>	<b>147,721</b>	<b>3,679</b>	<b>2,706,919</b>
<b>Total liabilities and fund balances</b>	<b>\$ 2,818,462</b>	<b>\$ 188,151</b>	<b>\$ 118,561</b>	<b>\$ 3,125,174</b>

The accompanying notes are an integral part of the basic financial statements.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Reconciliation of the Governmental Funds Balance Sheet  
to the Statement of Net Position  
December 31, 2018

Total fund balances for governmental funds at December 31, 2018		\$ 2,706,919
Total net position reported for governmental activities in the Statement of Net Position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Equipment, net of \$51,700 accumulated depreciation	\$ 32,831	
Furniture and fixtures, net of \$12,312 accumulated depreciation	<u>3,720</u>	36,551
Deferred outflows of expenditures are not a use of current resources and, therefore, are not reported in the governmental funds.		
Deferred outflows of resources- pension		937,819
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Long-term liabilities at December 31, 2018 consist of:		
Net pension liability		(563,000)
The deferred inflows of contributions for the employees' retirement systems are not available resources and, therefore, are not reported in the governmental funds.		
		<u>(464,906)</u>
Total net position of governmental activities at December 31, 2018		<u>\$ 2,653,383</u>

The accompanying notes are an integral part of the basic financial statements.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2018

	General	Title IV-D	Pre-Trial Diversion	Total
<b>Revenues:</b>				
Fees, services, and commissions	\$ 1,304,306	\$ -	\$ 850,793	\$ 2,155,099
<b>Intergovernmental revenue-</b>				
Federal and state grants	90,000	808,868	-	898,868
Local appropriations	3,667,997	-	-	3,667,997
On-behalf payments	996,177	-	-	996,177
Interest income	13,283	2,795	1,155	17,233
Other revenues	1,519	-	-	1,519
<b>Total revenues</b>	<b>6,073,282</b>	<b>811,663</b>	<b>851,948</b>	<b>7,736,893</b>
<b>Expenditures:</b>				
<b>Current -</b>				
<b>    General government - judicial:</b>				
Personnel services and related benefits	4,874,211	645,029	809,602	6,328,842
Operating services	286,056	71,978	376,207	734,241
Material and supplies	146,540	11,777	167,153	325,470
Travel	41,459	2,272	6,270	50,001
Appropriations	3,750	-	-	3,750
Capital outlay	13,106	-	-	13,106
<b>Total expenditures</b>	<b>5,365,122</b>	<b>731,056</b>	<b>1,359,232</b>	<b>7,455,410</b>
<b>Excess (deficiency) of revenues     over expenditures</b>	<b>708,160</b>	<b>80,607</b>	<b>(507,284)</b>	<b>281,483</b>
<b>Other financing sources (uses):</b>				
Transfers in	7,500	-	80,000	87,500
Transfer out	(80,000)	-	(7,500)	(87,500)
<b>Total financing sources (uses)</b>	<b>(72,500)</b>	<b>-</b>	<b>72,500</b>	<b>-</b>
<b>Changes in fund balances</b>	<b>635,660</b>	<b>80,607</b>	<b>(434,784)</b>	<b>281,483</b>
Fund balances, beginning	1,919,859	67,114	438,463	2,425,436
Fund balances, ending	<b>\$ 2,555,519</b>	<b>\$ 147,721</b>	<b>\$ 3,679</b>	<b>\$ 2,706,919</b>

The accompanying notes are an integral part of the basic financial statements.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For the Year Ended December 31, 2018

Total net changes in fund balances for the year ended December 31, 2018 per Statement of Revenues, Expenditures and Changes in Fund Balances		\$ 281,483
The change in net position reported for governmental activities in the Statement of Activities is different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay costs which are considered as expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 13,106	
Depreciation expense	<u>(18,978)</u>	(5,872)
Because some revenues are not considered measureable at year-end, they are not considered "available" revenues in the governmental funds.		
Non-employer pension plan contributions		178,249
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Pension expense		<u>(63,940)</u>
Total changes in net position for the year ended December 31, 2018 per Statement of Activities		<u>\$ 389,920</u>

The accompanying notes are an integral part of the basic financial statements.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Combining Statement of Fiduciary Assets and Liabilities  
Agency Funds  
December 31, 2018

	Asset Forfeiture	Bond Forfeiture	Worthless Checks	Total
<b>ASSETS</b>				
Cash and interest-bearing deposits	<u>\$ 764,809</u>	<u>\$ 241,970</u>	<u>\$ 15,792</u>	<u>\$ 1,022,571</u>
<b>LIABILITIES</b>				
Assets forfeited - pending judicial disposition	\$ 758,762	\$ -	\$ -	\$ 758,762
Bonds forfeited - pending judicial disposition	-	241,970	-	241,970
Due to others	-	-	15,792	15,792
Due to governmental agencies	<u>6,047</u>	<u>-</u>	<u>-</u>	<u>6,047</u>
Total liabilities	<u>\$ 764,809</u>	<u>\$ 241,970</u>	<u>\$ 15,792</u>	<u>\$ 1,022,571</u>

The accompanying notes are an integral part of the basic financial statements.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements

(1) Summary of Significant Accounting Policies

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney of the Fifteenth Judicial District, Parishes of Acadia, Lafayette, and Vermilion, Louisiana (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 Fifteenth Judicial District encompasses the parishes of Acadia, Lafayette, and Vermilion, Louisiana.

The financial statements of the District Attorney have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are described below.

A. Financial Reporting Entity

These financial statements only include funds, activities, et cetera, that are controlled by the District Attorney as an independently elected parish official. The District Attorney's offices are located in the parish court house, the upkeep and maintenance of the courthouse is paid by the parish government and in addition, the parish government also pays certain operating expenditures of the District Attorney.

The District Attorney of the Fifteenth Judicial District is a part of the district court system of the State of Louisiana. However, the state statutes that created the District Attorneys also give the District Attorneys control over all their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than salaries and certain operating expenditures of the District Attorney's office that are paid by the Government as required by Louisiana law, the District Attorney is financially independent and operates autonomously from the State of Louisiana and independently from the district court system.

B. Basis of Presentation

The District Attorney's basic financial statements consist of the government-wide statements on all of the non-fiduciary activities of the District Attorney and the major fund financial statements. The statements are prepared in accordance with accounting principles generally accepted in the United States of America as applied to governmental units.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the reporting entity as a whole. They include all funds of the reporting entity, which are considered governmental activities. Governmental activities are generally financed through taxes, intergovernmental revenues, and other nonexchange revenues.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District Attorney's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements (FFS)

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

The various funds of the District Attorney are classified as governmental. The emphasis on fund financial statements is on major governmental funds, each displayed in a separate column. A fund is considered to be major if it is the primary operating fund of the entity or the total assets, liabilities, revenues, or expenditures of that individual governmental fund is at least 10 percent of the corresponding total for all governmental funds combined.

The District Attorney reports the following major governmental funds:

General Fund -

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

Special Revenue Funds -

Pre-Trial Diversion Fund

The Pre-Trial Diversion Fund consists of enrollment fees collected from participants in the Pre-Trial Diversion Program authorized by Act 1170 of 1995. Additionally, the District Attorney uses this fund to account for the Local Agency Compensated Enforcement (L.A.C.E.) program.

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

In addition, the District Attorney reports the following funds:

Fiduciary (Agency) Funds -

Asset Forfeiture Agency Fund

The Asset Forfeiture Fund consists of monies collected in accordance with Louisiana Revised Statute 40:2616. Disbursements from this fund are made to various agencies as prescribed by law. The agency fund is custodial in nature (assets equally liabilities) and does not involve the measurement of results of operations.

Bond Forfeiture Agency Fund

The Bond Forfeiture Fund consists of monies collected in accordance with the Bail Reform Act of 1993 and Louisiana Revised Statute 15:57.11(L). The fund is custodial in nature and does not involve the measurement of results of operations.

Worthless Checks Fund

The Worthless Checks Fund consists of monies collected in accordance with Louisiana Revised Statute 16:15. The fund is custodial in nature and does not involve the measurement of results of operations.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

The District Attorney's fiduciary funds are presented in the fiduciary fund financial statement by type (agency). Since by definition these assets are being held for the benefit of a third party (other local governments, private parties, pension participants, etc.) and cannot be used to address activities or obligations of the District Attorney, these funds are not incorporated into the government-wide statements.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or non-current) associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

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

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

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

Program revenues

Program revenues included in the statement of activities are derived directly from the program itself or from parties outside the District Attorney's citizenry, as a whole; program revenues reduce the cost of the function to be financed from the District Attorney's general revenues.

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

Cash and Interest-bearing Deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the District Attorney.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include grant revenue, incentive payments, and commissions from fines and interest.

Interfund Receivables and Payables

During the course of operations, occasional transactions occur between individual funds that may result in amounts owed between funds. Short-term cash borrowings between funds are considered temporary in nature. These amounts are reported as "due from/to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position.

Prepaid Items

Insurance payments made to insurance agencies that will benefit periods beyond December 31, 2018 are recorded as prepaid items.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District Attorney maintains a threshold level of \$1,000 or more for capitalizing capital assets.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

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

Equipment	3-5 years
Furniture and fixtures	7 years
Vehicles	3 years
Courthouse renovations	10 years

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

**Vacation and Sick Leave**

At December 31, 2018, the District Attorney has no accumulated leave benefits required to be reported.

**Deferred Outflows of Resources and Deferred Inflows of Resources**

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

**Equity Classifications**

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

1. Net investment in capital assets – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.
2. 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. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

3. Unrestricted net position – consist of all other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

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

1. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed – amounts that can be used only for specific purposes determined by a formal decision of the District Attorney. The District Attorney is the highest level of decision-making authority for the District Attorney’s office.
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the District Attorney’s adopted policy, only the District Attorney may assign amounts for specified purposes.
5. Unassigned – all other spendable amounts.

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

E. Interfund Transfers

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. For the purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

F. Use of Estimates

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

(2) Cash and Interest-Bearing Deposits

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 the state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 2018, the District Attorney had cash and interest-bearing deposits (book balances) totaling \$3,815,166 as follows:

	Primary Government	Fiduciary Funds	Total
Demand deposits	\$ 2,177,763	\$ 1,022,571	\$ 3,200,334
Certificates of deposit	614,832	-	614,832
Total	\$ 2,792,595	\$ 1,022,571	\$ 3,815,166

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the District Attorney's deposits may not be recovered or the collateral securities that are in the possession of an outside party will not be recovered. These deposits are stated at cost, which approximates fair value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties. As of December 31, 2018, bank balances in the amount of \$4,156,766 were as follows:

Bank balances	\$ 4,156,766
Federal deposit insurance	3,716,398
Pledged securities	440,368
Total	\$ 4,156,766

Deposits in the amount of \$440,368 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institutions' trust department or agent, but not in the District Attorney's name. The District Attorney does not have a policy for custodial credit risk.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

(3) Receivables

Receivables in the amount of \$310,926 at December 31, 2018 consisted of the following:

	General Fund	Special Revenue Funds	Total
Other governments	\$ 91,375	\$ -	\$ 91,375
State of Louisiana	-	176,561	176,561
Program participants	-	42,263	42,263
Interest	727	-	727
Total	<u>\$ 92,102</u>	<u>\$ 218,824</u>	<u>\$ 310,926</u>

(4) Capital Assets

Capital asset activity for the year ended December 31, 2018 was as follows:

	Balance 1/1/2018	Additions	Deletions	Balance 12/31/2018
Governmental activities:				
Capital assets being depreciated -				
Equipment	\$ 71,425	\$ 13,106	\$ -	\$ 84,531
Furniture and fixtures	16,032	-	-	16,032
Vehicles	33,637	-	-	33,637
Courthouse renovations	13,055	-	-	13,055
Total capital assets	<u>134,149</u>	<u>13,106</u>	<u>-</u>	<u>147,255</u>
Less accumulated depreciation				
Equipment	34,511	17,189	-	51,700
Furniture and fixtures	10,523	1,789	-	12,312
Vehicles	33,637	-	-	33,637
Courthouse renovations	13,055	-	-	13,055
Total accumulated depreciation	<u>91,726</u>	<u>18,978</u>	<u>-</u>	<u>110,704</u>
Governmental activities, capital assets, net	<u>\$ 42,423</u>	<u>\$ (5,872)</u>	<u>\$ -</u>	<u>\$ 36,551</u>

Depreciation expense for the year ended December 31, 2018 of \$18,978 was charged to the judiciary function.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

(5) Operating Leases

The District Attorney's office leases a postage machine and five copy machines under operating leases expiring on dates ranging from May 9, 2020 to September 30, 2022, requiring monthly payments ranging from \$93 to \$1,382. Included in operating expense is \$15,538 relating to these leases for the year ended December 31, 2018.

Future minimum rentals are as follows:

<u>Year Ending December 31,</u>	
2019	\$ 15,538
2020	13,808
2021	12,249
2022	<u>4,075</u>
Total	<u>\$ 45,670</u>

(6) Employee Retirement Systems

The District Attorney participates in two cost-sharing defined benefit plans, each administered by separate public employee retirement systems. Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of all plans administered by these public employee retirement systems to the State Legislature. These plans are not closed to new entrants. Substantially all District Attorney employees participate in one of the following retirement systems:

**Plan Descriptions:**

Parochial Employees' Retirement System (PERS) provides retirement, disability, and survivor benefits to eligible employees and their beneficiaries as defined in LRS 11:1901 and 11:1941. The Government participates in Plan A.

District Attorneys' Retirement System (DARS) provides retirement, disability, and survivor benefits to district attorneys, assistant district attorneys, and employees of the Louisiana District Attorneys' Association and their beneficiaries as defined in the Louisiana Revised Statutes. Eligibility for retirement benefits and the computation of retirement benefits are defined in LRS 11:1632-1633.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

The systems' financial statements are prepared using the accrual basis of accounting. Employer and employee contributions are recognized in the period in which the employee is compensated for services performed. Benefits and refunds are recognized when due and payable in accordance with the terms of each plan. Interest income is recognized when earned.

A brief summary of eligibility and benefits of the plans are provided in the following table:

	<u>PERS</u>	<u>DARS</u>
Final average salary	Final average compensation	Highest 36 months or 60 months <sup>2</sup>
Years of service required and/or age eligible for benefits	30 years of any age 25 years age 55 <sup>1</sup> 10 years age 60 <sup>1</sup> 7 years age 65 <sup>1</sup>	30 years of any age 24 years age 55 <sup>3</sup> 10 years age 60 <sup>3</sup>
Benefit percent per years of service	3.00%	3.0% - 3.5% <sup>3</sup>

<sup>1</sup> Employees hired after January 1, 2007: 30 years age 55, 10 years age 62, 7 years age 67

<sup>2</sup> Employees hired after 6/30/06 use the revised benefit calculation based on the highest 60 months

<sup>3</sup> Joined plan after July 1, 1990

**Deferred Retirement Option Plan:**

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

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

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

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

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

**Contributions:**

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee. In addition, PERS and DARS receive a percentage of ad valorem taxes collected by parishes. These entities are not participating employers in the pension systems and are considered to be nonemployer contributing entities. Contributions of employees, employers, and non-employer contributing entities effective for the year ended December 31, 2018 for the defined benefit pension plans in which the primary government is a participating employer were as follows:

<u>Plan</u>	<u>Active Member Contribution Percentage</u>	<u>Employer Contribution Percentage</u>	<u>Amount from Nonemployer Contributing Entities</u>	<u>Amount of Government Contributions</u>
PERS	9.50%	12.50%	\$ 6,829	\$ 245,164
DARS	8.00%	0.00%	171,420	-

**Net Pension Liability:**

The District Attorney's net pension liability at December 31, 2018 is comprised of its proportionate share of the net pension liability relating to each of the cost-sharing plans in which the District Attorney is a participating employer. The District Attorney's net pension liability for each plan was measured as of the plan's measurement date (December 31, 2017 for PERS and June 30, 2018 for DARS) 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's proportionate share of the net pension liability for each of the plans in which it participates was based on the District Attorney's required contributions in proportion to total required contributions for all employers.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

As of the most recent measurement date, the District Attorney's proportion for each plan and the change in proportion from the prior measurement date were as follows:

<u>Plan</u>	<u>Proportionate Share of Net Pension Liability</u>	<u>Proportionate Share (%) of Net Pension Liability</u>	<u>Increase/(Decrease) from Prior Measurement Date</u>
PERS	\$ (68,176)	0.091851%	-0.037282%
DARS	631,176	1.961441%	1.961441%

Since the measurement date of the net pension liability was December 31, 2017 (June 30, 2018 for DARS), the net pension liability is based upon fiduciary net position for the plan as of those dates. Detailed information about the pension plan's assets, deferred outflows, deferred inflows, and fiduciary net position that was used in the measurement of the District Attorney's net pension liability is available in the separately issued financial report for those fiscal years. The financial report for each plan may be accessed on their website as follows:

PERS - <http://www.persla.org/>                      DARS - <http://ladars.org/>

**Actuarial Assumptions:**

The following table provides information concerning actuarial assumptions used in the determination of the total pension liability for the defined pension plan in which the District Attorney is a participating employer:

	<u>PERS</u>	<u>DARS</u>
Date of experience study on which significant assumptions are based	1/1/2010 - 12/31/2014	7/1/2009 - 6/30/2014
Expected remaining service lives	4	6
Inflation Rate	2.50%	2.4%
Projected salary increases	5.25%	5.5%
Projected benefit changes including COLAs	None	None
Source of mortality assumptions	(1), (2), (3)	(1), (4)

- (1) RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females.
- (2) RP-2000 Healthy Annuitant Sex Distinct Mortality Tables projected to 2031 using Scale AA.
- (3) RP-2000 Employees Sex Distinct Tables set back 4 years for males and 3 years for females.
- (4) RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables set back 1 year for females.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

**Cost of Living Adjustments:**

The pension plans in which the District Attorney participates have the authority to grant cost-of-living adjustments (COLAs) on an ad hoc basis.

Pursuant to LRS 11:242(B), the power of the Board of Trustees of the statewide systems to grant a COLA is effective in calendar years that the legislature fails to grant a COLA, unless in the legislation granting a COLA, the legislature authorizes the Board of Trustees to provide an additional COLA. The authority to grant a COLA by the Board is subject to the funded status and interest earnings. The effects of the benefit changes made as a result of the COLAs is included in the measurement of the total pension liability as of the measurement date at which the ad hoc COLA was granted and the amount is known and reasonably estimable.

**Discount Rate**

The discount rates used to measure the Government's total pension liability for each plan and the significant assumptions used in the determination of the discount rate for each plan are as follows:

	<u>PERS</u>	<u>DARS</u>
Discount rate	6.75%	6.50%
Change in discount rate from prior valuation	-	-
Plan cash flow assumptions	(1)	(1)
Rates incorporated in the Discount Rate:		
Long-term Rate of Return	7.62%	6.50%
Periods applied	All	All
Municipal Bond Rate	N/A	N/A

**\*Plan Cash Flow Assumptions:**

- 1) Plan member contributions will be made at the current contributions rates and sponsor contributions will be made at the actuarially determined rates.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

The discount rates used to measure the Government's total pension liability for each plan is equal to the long-term expected rate of return on pension plan investments that are expected to be used to finance the payment of benefits. For DARS the long-term expected rate of return was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses 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. For PERS the rate was determined using a triangulation method which integrated the Capital Asset Pricing Model (CAPM), a treasury yield curve approach and an equity building block model. Risk return and correlation are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

The target allocation and best estimates of arithmetic/geometric real rates of return for each major asset class are summarized for each plan in the following table:

Asset Class	PERS*		DARS*	
	Target Allocation	Long-term Expected Real Rate of Return	Target Allocation	Long-term Expected Real Rate of Return
Cash	-	-	1%	0.50%
Fixed Income	35%	1.24%	29%	6.84%
Equities	52%	3.57%	62%	11.31%
Alternative Investments	11%	0.69%	8%	10.50%
Real Estate	2%	0.12%	-	-
Total	<u>100%</u>		<u>100%</u>	

\* Arithmetic real rates of return

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

Changes in the net pension liability may either be reported in pension expense in the year the change occurred or recognized as a deferred outflow of resources or a deferred inflow of resources in the year the change occurred and amortized into pension expense over a number of years. For the year ended December 31, 2018, the District Attorney recognized \$63,940 in pension expense related to its participation in PERS and DARS.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

At December 31, 2018, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	PERS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ 44,132
Changes of assumptions	86,048	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	19,277	-
Net differences between projected and actual earnings on plan investments	-	157,507
Contributions subsequent to the measurement date	<u>245,164</u>	<u>-</u>
Total	<u>\$ 350,489</u>	<u>\$ 201,639</u>
	DARS	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 3,389	\$ 91,691
Changes of assumptions	382,849	41,623
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	148,243	129,953
Net differences between projected and actual earnings on plan investments	52,849	-
Contributions subsequent to the measurement date	<u>-</u>	<u>-</u>
Total	<u>\$ 587,330</u>	<u>\$ 263,267</u>

Deferred outflows of resources of \$245,164 resulting from the employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

Year Ended December 31	PERS	DARS
2019	\$ 16,851	\$ 127,176
2020	(3,814)	68,521
2021	(46,925)	23,684
2022	(62,426)	33,475
2023	-	71,207
Thereafter	-	-
Total	<u>\$ (96,314)</u>	<u>\$ 324,063</u>

**Sensitivity of the Employer’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:**

The following presents the Government’s proportionate shares of the net pension liabilities of the plans, calculated using their respective discount rates, as well as what the Government’s proportionate shares of the net pension liabilities would be if they were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

Plan	Current Discount Rate	Net Pension Liability		
		1% Decrease	Current Discount Rate	1% Increase
PERS	6.75%	\$ 336,133	\$ (68,176)	\$ (428,186)
DARS	6.50%	1,699,399	631,176	(277,601)
Total	<u>13.25%</u>	<u>\$ 2,035,532</u>	<u>\$ 563,000</u>	<u>\$ (705,787)</u>

At December 31, 2018 the District Attorney’s payables were \$46,290 for the month of December 2018, which was the contractually required contribution.

(7) Expenditures of the District Attorney Not Included in the Accompanying Financial Statements

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the funds of the Acadia Parish Police Jury, the Lafayette City-Parish Consolidated Government, or the Vermilion Parish Police Jury.

(8) Risk Management

The District Attorney is exposed to risks of loss in the areas of auto liability, employee dishonesty and workers’ compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

(9) Interfund Transactions

A. Receivables and Payables

Interfund receivables and payables consisted of the following at December 31, 2018:

	Interfund Receivables	Interfund Payables
Major governmental funds:		
General Fund	\$ 19,854	\$ 980
Title IV-D	-	3,410
Pre-Trial Diversion	-	15,464
Total	\$ 19,854	\$ 19,854

These balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. They are expected to be paid within the next fiscal year.

B. Transfers

Interfund transfers consisted of the following at December 31, 2018:

	Transfers In	Transfers Out
Major governmental funds:		
General Fund	\$ 7,500	\$ 80,000
Pre-Trial Diversion	80,000	7,500
	\$ 87,500	\$ 87,500

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and to (b) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

(10) Pending Litigation

The District Attorney is not involved in any material matters of pending or threatened litigation as of December 31, 2018.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to the Basic Financial Statements (Continued)

(11) On-behalf Payments for Fringe Benefits and Salaries

GASB Statement No. 24, Accounting and Financial Reporting for Certain Grants and Other Financial Assistance, requires the District Attorney to report in the financial statements on-behalf salary and fringe benefit payments made by the State of Louisiana to certain employees of the District Attorney's office.

Supplemental salary payments are made by the state directly to the District Attorney and to the Assistant District Attorneys. The District Attorney's office is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditure payments is the actual contributions made by the state. On-behalf payments in the amount of \$996,177 were recorded as revenue and expenditures in the 2018 financial statements.

(12) Compensation, Benefits, and Other Payments to Agency Head

The schedule of compensation, benefits, and other payments to Keith Stutes, District Attorney, for the year ended December 31, 2018 follows:

Salary	\$ 135,313
Benefits - insurance	12,753
Lodging	802
Per diem	590
Professional dues	700
Travel	1,541
Registration fees	<u>325</u>
	\$ 152,024
On-behalf payments for salaries and fringe benefits:	
Salaries (as allowed by RS 16:10)	50,000
Fringe benefits paid by State of Louisiana	<u>1,038</u>
	51,038
Total	<u>\$ 203,062</u>

(13) Changes in Agency Fund Balances

A summary of changes in agency fund balances due to taxing bodies and others is as follows:

	Asset Forfeiture Fund	Bond Forfeiture Fund	Worthless Checks Fund	Total
Balances, December 31, 2017	\$ 533,814	\$ 192,991	\$ 11,125	\$ 737,930
Additions	487,337	444,163	690,737	1,622,237
Reductions	<u>(256,342)</u>	<u>(395,184)</u>	<u>(686,070)</u>	<u>(1,337,596)</u>
Balances, December 31, 2018	<u>\$ 764,809</u>	<u>\$ 241,970</u>	<u>\$ 15,792</u>	<u>\$ 1,022,571</u>

**REQUIRED  
SUPPLEMENTARY INFORMATION**

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

General Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2018

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Fees, services, and commissions	\$ 980,617	\$ 1,406,320	\$ 1,304,306	\$ (102,014)
Intergovernmental revenues -				
Federal grants	153,403	93,000	90,000	(3,000)
Local appropriations	3,600,000	3,667,997	3,667,997	-
On-behalf payments	-	-	996,177	996,177
Interest income	10,000	13,369	13,283	(86)
Other revenues	-	-	1,519	1,519
Total revenues	<u>4,744,020</u>	<u>5,180,686</u>	<u>6,073,282</u>	<u>892,596</u>
<b>Expenditures:</b>				
Current -				
General government - judicial:				
Personnel services and related benefits	4,100,000	4,127,834	4,874,211	(746,377)
Operating services	350,000	262,837	286,056	(23,219)
Material and supplies	100,000	170,924	146,540	24,384
Travel	42,000	57,403	41,459	15,944
Appropriations	60,000	6,250	3,750	2,500
Capital outlay	-	-	13,106	(13,106)
Total expenditures	<u>4,652,000</u>	<u>4,625,248</u>	<u>5,365,122</u>	<u>(739,874)</u>
Excess of revenues over expenditures	<u>92,020</u>	<u>555,438</u>	<u>708,160</u>	<u>152,722</u>
<b>Other financing sources (uses):</b>				
Transfers in	-	-	7,500	7,500
Transfers out	-	-	(80,000)	(80,000)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>(72,500)</u>	<u>(72,500)</u>
Change in fund balance	92,020	555,438	635,660	80,222
Fund balance, beginning	<u>1,919,859</u>	<u>1,919,859</u>	<u>1,919,859</u>	<u>-</u>
Fund balance, ending	<u>\$ 2,011,879</u>	<u>\$ 2,475,297</u>	<u>\$ 2,555,519</u>	<u>\$ 80,222</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Title IV-D Special Revenue Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2018

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Intergovernmental revenues -				
Federal grants	\$ 511,500	\$ 544,303	\$ 533,853	\$(10,450)
State grants	263,500	280,398	275,015	(5,383)
Interest income	-	2,783	2,795	12
Total revenues	<u>775,000</u>	<u>827,484</u>	<u>811,663</u>	<u>(15,821)</u>
<b>Expenditures:</b>				
Current -				
General government - judicial:				
Personnel services and related benefits	674,250	679,145	645,029	34,116
Operating services	85,000	71,590	71,978	(388)
Materials and supplies	10,000	9,880	11,777	(1,897)
Travel	5,750	2,280	2,272	8
Total expenditures	<u>775,000</u>	<u>762,895</u>	<u>731,056</u>	<u>31,839</u>
Change in fund balance	-	64,589	80,607	16,018
Fund balance, beginning	<u>67,114</u>	<u>67,114</u>	<u>67,114</u>	<u>-</u>
Fund balance, ending	<u>\$ 67,114</u>	<u>\$ 131,703</u>	<u>\$ 147,721</u>	<u>\$ 16,018</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Pre-Trial Diversion Special Revenue Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2018

	Budget		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
<b>Revenues:</b>				
Intergovernmental revenues-				
Fees, services, and commissions	\$ 880,610	\$ 864,424	\$ 850,793	\$ (13,631)
Interest income	-	1,096	1,155	59
Total revenues	<u>880,610</u>	<u>865,520</u>	<u>851,948</u>	<u>(13,572)</u>
<b>Expenditures:</b>				
Current -				
General government - judicial:				
Personnel services and related benefits	320,000	585,000	809,602	(224,602)
Operating services	500,000	366,149	376,207	(10,058)
Material and supplies	16,000	142,400	167,153	(24,753)
Travel	8,000	7,525	6,270	1,255
Total expenditures	<u>844,000</u>	<u>1,101,074</u>	<u>1,359,232</u>	<u>(258,158)</u>
Excess (deficiency) of revenues over expenditures	<u>36,610</u>	<u>(235,554)</u>	<u>(507,284)</u>	<u>(271,730)</u>
<b>Other financing sources (uses):</b>				
Transfers in	-	-	80,000	80,000
Transfers out	-	-	(7,500)	(7,500)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>72,500</u>	<u>72,500</u>
Change in fund balance	36,610	(235,554)	(434,784)	(199,230)
Fund balance, beginning	<u>438,463</u>	<u>438,463</u>	<u>438,463</u>	<u>-</u>
Fund balance, ending	<u>\$ 475,073</u>	<u>\$ 202,909</u>	<u>\$ 3,679</u>	<u>\$ (199,230)</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Schedule of Employer's Share of Net Pension Liability  
For the Year Ended December 31, 2018\*

Plan	Year ended December 31,	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
PERS	2016	0.129133%	\$ 339,915	\$ 739,214	45.98%	92.23%
	2017	0.035191%	72,476	833,823	8.69%	94.15%
	2018	0.091851%	(68,176)	565,360	-12.06%	101.98%
DARS	2017	1.808187%	487,708	1,064,573	45.81%	93.57%
	2018	1.961441%	631,176	1,376,230	45.86%	92.92%

\* The amounts presented have a measurement date of December 31, 2017.

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Schedule of Employer Contributions  
For the Year Ended December 31, 2018

Plan	Year ended December 31,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
PERS	2016	\$ 108,395	\$ 108,395	\$ -	\$ 833,823	13.00%
	2017	70,670	70,670	-	565,360	12.50%
	2018	245,164	245,164	-	1,961,312	12.50%
DARS	2017	-	-	-	1,064,573	-
	2018	-	-	-	1,376,230	-

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

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to Required Supplementary Information

(1) Budget and Budgetary Accounting

The District Attorney follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. The accountant prepares a proposed budget and submits it to the District Attorney for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- b. A summary of the proposed budget is published, and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- c. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
- d. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the District Attorney.

(2) Pension Plans

A. Parochial Employees' Retirement System of Louisiana

- 1) Changes of benefit terms – There were no changes of benefit terms for the year ended December 31, 2018.
- 2) Changes of Assumptions – There were no changes of benefit terms for the year ended December 31, 2018.

B. District Attorneys' Retirement System

- 1) Changes of benefit terms – There were no changes of benefit terms for the year ended December 31, 2018.
- 2) Changes of Assumptions – There were no changes of benefit terms for the year ended December 31, 2018.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Notes to Required Supplementary Information (Continued)

(3) Excess of Expenditures Over Appropriations

For the year ended December 31, 2018, the following funds had actual expenditures over appropriations, at the functional level, as follows:

Fund and Function	Budget	Actual	Excess
<b>General Fund:</b>			
Personnel services and related benefits	\$4,127,834	\$4,874,211	\$(746,377)
Operating services	262,837	286,056	(23,219)
Capital outlay	-	13,106	(13,106)
<b>Title IV-D:</b>			
Operating services	71,590	71,978	(388)
Materials and supplies	9,880	11,777	(1,897)
<b>Pre-Trial Diversion:</b>			
Personnel services and related benefits	585,000	809,602	(224,602)
Operating services	366,149	376,207	(10,058)
Materials and supplies	142,400	167,153	(24,753)

**OTHER SUPPLEMENTARY INFORMATION**

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Statement of Net Position  
December 31, 2018  
With Comparative Totals as of December 31, 2017

	Governmental Activities	
	2018	2017
<b>ASSETS</b>		
Cash and interest-bearing deposits	\$ 2,792,595	\$ 2,272,999
Receivables	310,926	459,203
Prepaid items	1,799	1,945
Capital assets, net	36,551	42,423
Total assets	3,141,871	2,776,570
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred outflow of resources - pension	937,819	585,187
<b>LIABILITIES</b>		
Accounts and other payables	397,403	307,713
Due to others	998	998
Net pension liability	563,000	560,184
Total liabilities	961,401	868,895
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred inflow of resources - pension	464,906	229,399
<b>NET POSITION</b>		
Net investment in capital assets	36,551	42,423
Restricted for child support programs	145,922	65,169
Unrestricted	2,470,910	2,155,871
Total net position	\$ 2,653,383	\$ 2,263,463

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Balance Sheet  
Governmental Funds  
December 31, 2018  
With Comparative Totals as of December 31, 2017

	2018			Total	2017
	General	Title IV-D	Pre-Trial Diversion		
<b>ASSETS</b>					
Cash and interest-bearing deposits	\$2,706,506	\$ 9,791	\$ 76,298	\$2,792,595	\$2,272,999
Receivables:					
Commissions on fines and forfeitures	91,103	-	-	91,103	225,324
Fees	-	-	42,263	42,263	67,358
Grants	-	176,561	-	176,561	165,558
Due from other funds	19,854	-	-	19,854	419,206
Due from others	272	-	-	272	272
Interest	727	-	-	727	691
Prepaid items	-	1,799	-	1,799	1,945
Total assets	<u>\$2,818,462</u>	<u>\$ 188,151</u>	<u>\$ 118,561</u>	<u>\$3,125,174</u>	<u>\$3,153,353</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	\$ 19,242	\$ -	\$ -	\$ 19,242	\$ 19,380
Accrued liabilities	241,723	37,020	99,418	378,161	288,333
Due to other funds	980	3,410	15,464	19,854	419,206
Due to others	998	-	-	998	998
Total liabilities	<u>262,943</u>	<u>40,430</u>	<u>114,882</u>	<u>418,255</u>	<u>727,917</u>
Fund balances:					
Nonspendable	-	1,799	-	1,799	1,945
Restricted for child support programs	-	145,922	-	145,922	65,169
Committed for judicial operations	-	-	3,679	3,679	438,463
Unassigned	2,555,519	-	-	2,555,519	1,919,859
Total fund balances	<u>2,555,519</u>	<u>147,721</u>	<u>3,679</u>	<u>2,706,919</u>	<u>2,425,436</u>
Total liabilities and fund balances	<u>\$2,818,462</u>	<u>\$ 188,151</u>	<u>\$ 118,561</u>	<u>\$3,125,174</u>	<u>\$3,153,353</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds

For the Year Ended December 31, 2018

With Comparative Totals for the Year Ended December 31, 2017

	2018			2017	
	General	Title IV-D	Pre-Trial Diversion		Total
<b>Revenues:</b>					
Fees, services, and commissions	\$ 1,304,306	\$ -	\$ 850,793	\$ 2,155,099	\$ 2,167,460
Intergovernmental revenue-					
Federal and state grants	90,000	808,868	-	898,868	777,958
Local appropriations	3,667,997	-	-	3,667,997	497,039
On-behalf payments	996,177	-	-	996,177	4,257,926
Interest income	13,283	2,795	1,155	17,233	45,457
Other revenues	1,519	-	-	1,519	15,430
Total revenues	<u>6,073,282</u>	<u>811,663</u>	<u>851,948</u>	<u>7,736,893</u>	<u>7,761,270</u>
<b>Expenditures:</b>					
Current -					
General government - judicial:					
Personnel services and related benefits	4,874,211	645,029	809,602	6,328,842	6,062,251
Operating services	286,056	71,978	376,207	734,241	1,046,206
Material and supplies	146,540	11,777	167,153	325,470	176,141
Travel	41,459	2,272	6,270	50,001	46,726
Appropriations	3,750	-	-	3,750	50,000
Capital outlay	13,106	-	-	13,106	48,446
Total expenditures	<u>5,365,122</u>	<u>731,056</u>	<u>1,359,232</u>	<u>7,455,410</u>	<u>7,429,770</u>
Excess (deficiency) of revenues over expenditures	<u>708,160</u>	<u>80,607</u>	<u>(507,284)</u>	<u>281,483</u>	<u>331,500</u>
Other financing sources (uses):					
Transfers in	7,500	-	80,000	87,500	-
Transfer out	(80,000)	-	(7,500)	(87,500)	-
Total other financing sources (uses)	<u>(72,500)</u>	<u>-</u>	<u>72,500</u>	<u>-</u>	<u>-</u>
Changes in fund balances	635,660	80,607	(434,784)	281,483	331,500
Fund balances, beginning	<u>1,919,859</u>	<u>67,114</u>	<u>438,463</u>	<u>2,425,436</u>	<u>2,093,936</u>
Fund balances, ending	<u>\$ 2,555,519</u>	<u>\$ 147,721</u>	<u>\$ 3,679</u>	<u>\$ 2,706,919</u>	<u>\$ 2,425,436</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

General Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2018  
With Comparative Actual Amounts for the Year Ended December 31, 2017

	2018				
	Budget		Actual	Variance with Final Budget Positive (Negative)	2017
	Original	Final			
<b>Revenues:</b>					
Fees, services, and commissions	\$ 980,617	\$ 1,406,320	\$ 1,304,306	\$ (102,014)	\$ 1,120,567
Intergovernmental revenues -					
Federal grants	153,403	93,000	90,000	(3,000)	75,000
Local appropriations	3,600,000	3,667,997	3,667,997	-	497,039
On-behalf payments	-	-	996,177	996,177	4,257,926
Interest income	10,000	13,369	13,283	(86)	42,488
Other revenues	-	-	1,519	1,519	15,386
Total revenues	<u>4,744,020</u>	<u>5,180,686</u>	<u>6,073,282</u>	<u>892,596</u>	<u>6,008,406</u>
<b>Expenditures:</b>					
Current -					
General government - judicial:					
Personnel services and related benefits	4,100,000	4,127,834	4,874,211	(746,377)	4,706,780
Operating services	350,000	262,837	286,056	(23,219)	368,894
Material and supplies	100,000	170,924	146,540	24,384	105,829
Travel	42,000	57,403	41,459	15,944	37,382
Appropriations	60,000	6,250	3,750	2,500	50,000
Capital outlay	-	-	13,106	(13,106)	48,446
Total expenditures	<u>4,652,000</u>	<u>4,625,248</u>	<u>5,365,122</u>	<u>(739,874)</u>	<u>5,317,331</u>
Excess of revenues over expenditures	<u>92,020</u>	<u>555,438</u>	<u>708,160</u>	<u>152,722</u>	<u>691,075</u>
<b>Other financing sources (uses):</b>					
Transfers in	-	-	7,500	7,500	-
Transfers out	-	-	(80,000)	(80,000)	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>(72,500)</u>	<u>(72,500)</u>	<u>-</u>
Change in fund balance	92,020	555,438	635,660	80,222	691,075
Fund balance, beginning	<u>1,919,859</u>	<u>1,919,859</u>	<u>1,919,859</u>	<u>-</u>	<u>1,228,784</u>
Fund balance, ending	<u>\$ 2,011,879</u>	<u>\$ 2,475,297</u>	<u>\$ 2,555,519</u>	<u>\$ 80,222</u>	<u>\$ 1,919,859</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Title IV-D Special Revenue Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2018  
With Comparative Actual Amounts for the Year Ended December 31, 2017

	2018			Variance with Final Budget Positive (Negative)	2017
	Budget		Actual		
	Original	Final			
<b>Revenues:</b>					
Intergovernmental revenues -					
Federal grants	\$ 511,500	\$ 544,303	\$ 533,853	\$ (10,450)	\$ 463,952
State grants	263,500	280,398	275,015	(5,383)	239,006
Interest income	-	2,783	2,795	12	2,969
Other revenues	-	-	-	-	44
Total revenues	<u>775,000</u>	<u>827,484</u>	<u>811,663</u>	<u>(15,821)</u>	<u>705,971</u>
<b>Expenditures:</b>					
Current -					
General government - judicial:					
Personnel services and related benefits	674,250	679,145	645,029	34,116	630,628
Operating services	85,000	71,590	71,978	(388)	120,265
Materials and supplies	10,000	9,880	11,777	(1,897)	9,700
Travel	5,750	2,280	2,272	8	2,328
Total expenditures	<u>775,000</u>	<u>762,895</u>	<u>731,056</u>	<u>31,839</u>	<u>762,921</u>
Change in fund balance	-	64,589	80,607	16,018	(56,950)
Fund balance, beginning	<u>67,114</u>	<u>67,114</u>	<u>67,114</u>	<u>-</u>	<u>124,064</u>
Fund balance, ending	<u>\$ 67,114</u>	<u>\$ 131,703</u>	<u>\$ 147,721</u>	<u>\$ 16,018</u>	<u>\$ 67,114</u>

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Pre-Trial Diversion Special Revenue Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2018  
With Comparative Actual Amounts for the Year Ended December 31, 2017

	2018			Variance with Final Budget Positive (Negative)	2017
	Budget		Actual		
	Original	Final			
<b>Revenues:</b>					
Intergovernmental revenues-					
Fees, services, and commissions	\$ 880,610	\$ 864,424	\$ 850,793	\$ (13,631)	\$ 1,046,893
Interest income	-	1,096	1,155	59	-
Total revenue	<u>880,610</u>	<u>865,520</u>	<u>851,948</u>	<u>(13,572)</u>	<u>1,046,893</u>
<b>Expenditures:</b>					
Current -					
General government - judicial:					
Personnel services and related benefits	320,000	585,000	809,602	(224,602)	724,843
Operating services	500,000	366,149	376,207	(10,058)	557,047
Material and supplies	16,000	142,400	167,153	(24,753)	60,612
Travel	8,000	7,525	6,270	1,255	7,016
Total expenditures	<u>844,000</u>	<u>1,101,074</u>	<u>1,359,232</u>	<u>(258,158)</u>	<u>1,349,518</u>
Excess (deficiency) of revenues over expenditures	<u>36,610</u>	<u>(235,554)</u>	<u>(507,284)</u>	<u>(271,730)</u>	<u>(302,625)</u>
<b>Other financing sources (uses):</b>					
Transfers in	-	-	80,000	80,000	-
Transfers out	-	-	(7,500)	(7,500)	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>72,500</u>	<u>72,500</u>	<u>-</u>
Change in fund balance	36,610	(235,554)	(434,784)	(199,230)	(302,625)
Fund balance, beginning	<u>438,463</u>	<u>438,463</u>	<u>438,463</u>	<u>-</u>	<u>741,088</u>
Fund balance, ending	<u>\$ 475,073</u>	<u>\$ 202,909</u>	<u>\$ 3,679</u>	<u>\$ (199,230)</u>	<u>\$ 438,463</u>

**INTERNAL CONTROL, COMPLIANCE,  
AND  
OTHER MATTERS**

# KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA\*  
Victor R. Slaven, CPA\*  
Gerald A. Thibodeaux, Jr., CPA\*  
Robert S. Carter, CPA\*  
Arthur R. Mixon, CPA\*  
Brad E. Kolder, CPA, JD\*  
Stephen J. Anderson, CPA\*  
Christine C. Doucet, CPA  
Wanda F. Arcement, CPA, CVA  
Bryan K. Joubert, CPA  
Matthew E. Margaglio, CPA  
Casey L. Ardoin, CPA, CFE

183 S. Beadle Rd.  
Lafayette, LA 70508  
Phone (337) 232-4141

11929 Bricksome Ave.  
Baton Rouge, LA 70816  
Phone (225) 293-8300

1428 Metro Dr.  
Alexandria, LA 71301  
Phone (318) 442-4421

450 E. Main St.  
New Iberia, LA 70560  
Phone (337) 367-9204

200 S. Main St.  
Abbeville, LA 70510  
Phone (337) 893-7944

1234 David Dr. Ste. 203  
Morgan City, LA 70380  
Phone (985) 384-2020

434 E. Main St.  
Ville Platte, LA 70586  
Phone (337) 363-2792

332 W. Sixth Ave.  
Oberlin, LA 70655  
Phone (337) 639-4737

\* A Professional Accounting Corporation

WWW.KCSRCPAS.COM

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

The Honorable Keith Stutes  
District Attorney of the Fifteenth Judicial District  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana  
Lafayette, Louisiana

We have audited, 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, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Fifteenth Judicial District (District Attorney), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements and have issued our report thereon dated May 30, 2019.

### Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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 were not identified. However, as described in the accompanying summary schedule of current and prior year audit findings and corrective action plan, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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

We consider the deficiencies described in the accompanying summary schedule of current and prior year audit findings and management's corrective action plan as item 2018-001 and 2018-002 to be material weaknesses.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District Attorney's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matter that are required to be reported under *Government Auditing Standards* and which are described in the accompanying summary schedule of current and prior year findings and management's corrective action plan as item 2018-003.

### **District Attorney's Response to Findings**

The District Attorney's response to the findings identified in our audit is described in the accompanying summary schedule of current and prior year audit findings and corrective action plan. The District Attorney's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Lafayette, Louisiana  
May 30, 2019

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Summary Schedule of Current and Prior Year Findings  
and Management's Corrective Action Plan

Part I. Current Year Findings and Management's Corrective Action Plan

A. Internal Control Findings-

**2018-001** Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: 2014

CONDITION: The District Attorney did not have adequate segregation of functions within the accounting system.

CRITERIA: The District Attorney should have a control policy according to which no person should be given responsibility for more than one related function.

CAUSE: Due to the size of the District Attorney, there are a small number of available employees.

EFFECT: The District Attorney has employees that are performing more than one related function.

RECOMMENDATION: The District Attorney should establish and monitor mitigating controls over functions that are not completely segregated.

MANAGEMENT'S CORRECTION ACTION PLAN: Due to the size of the operations and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

**2018-002** Qualified Staff Person to Apply GAAP

Fiscal year finding initially occurred: 2014

CONDITION: The District Attorney did not have a staff person with the necessary qualifications and training to apply GAAP in recording their financial transactions or to prepare their financial statements and related notes.

CRITERIA: The District Attorney should have a staff person with the qualifications and training to apply generally accepted accounting principles (GAAP) in recording financial transactions and preparing its financial statements and related notes.

CAUSE: The District Attorney's resources are limited due to the size of their operations.

EFFECT: The District Attorney is unable to prepare financial statements and the related notes in accordance with GAAP.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Summary Schedule of Current and Prior Year Findings  
and Management's Corrective Action Plan (Continued)

RECOMMENDATION: The District Attorney should evaluate the cost-benefit of establishing internal controls over the preparation of the financial statements and related notes in accordance with GAAP.

MANAGEMENT'S CORRECTION ACTION PLAN: The District Attorney's management has evaluated the cost-benefit and will outsource this task. The financial statements and related notes will be carefully reviewed prior to accepting responsibility for their contents and presentation.

B. Compliance Findings-

**2018-003** Budget

Fiscal year finding initially occurred: 2018

CONDITION: Total expenditures of the General Fund and the Pre-Trial Diversion Fund for the year ended December 31, 2018 exceeded total budgeted expenditures by more than five percent.

CRITERIA: Louisiana Revised Statute 39:1311(A)(2) states that when total actual expenditures exceed total budgeted expenditures by more than five percent the budget should be amended.

CAUSE: The District Attorney did not properly monitor compliance with the budget.

EFFECT: The District Attorney did not properly amend the budget when total expenditures exceeded total budgeted expenditures by more than five percent.

RECOMMENDATION: The District Attorney should monitor compliance with the budget and amend the budget when total expenditures exceeded total budgeted expenditures by more than five percent.

MANAGEMENT'S CORRECTION ACTION PLAN: The District Attorney will amend the budget when actual expenditures will exceed budgeted expenditures by more than five percent.

Part II. Prior Year Findings

A. Internal Control Findings-

**2017-001** Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: 2014

CONDITION: The District Attorney did not have adequate segregation of functions within the accounting system.

DISTRICT ATTORNEY OF THE FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana

Summary Schedule of Current and Prior Year Findings  
and Management's Corrective Action Plan (Continued)

RECOMMENDATION: The District Attorney should establish and monitor mitigating controls over functions that are not completely segregated.

CURRENT STATUS: Unresolved. See finding 2018-001.

**2017-002** Qualified Staff Person to Apply GAAP

Fiscal year finding initially occurred: 2014

CONDITION: The District Attorney did not have a staff person with the necessary qualifications and training to apply GAAP in recording their financial transactions or to prepare their financial statements and related notes.

RECOMMENDATION: The District Attorney should evaluate the cost-benefit of establishing internal controls over the preparation of the financial statements and related notes in accordance with GAAP.

CURRENT STATUS: Unresolved. See finding 2018-002.

B. Compliance Findings-

There are not findings to report under this section.

**DISTRICT ATTORNEY OF THE  
FIFTEENTH JUDICIAL DISTRICT  
Parishes of Acadia, Lafayette, and Vermilion, Louisiana**

**Agreed-Upon Procedures Report**

Year Ended December 31, 2018

# KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA\*  
Victor R. Slaven, CPA\*  
Gerald A. Thibodeaux, Jr., CPA\*  
Robert S. Carter, CPA\*  
Arthur R. Mixon, CPA\*  
Brad E. Kolder, CPA, JD\*  
Stephen J. Anderson, CPA\*  
Christine C. Doucet, CPA  
Wanda F. Arcement, CPA, CVA  
Bryan K. Joubert, CPA  
Matthew E. Margaglio, CPA  
Casey L. Ardoin, CPA, CFE

183 S. Beadle Rd.  
Lafayette, LA 70508  
Phone (337) 232-4141

11929 Bricksome Ave.  
Baton Rouge, LA 70816  
Phone (225) 293-8300

1428 Metro Dr.  
Alexandria, LA 71301  
Phone (318) 442-4421

450 E. Main St.  
New Iberia, LA 70560  
Phone (337) 367-9204

200 S. Main St.  
Abbeville, LA 70510  
Phone (337) 893-7944

1234 David Dr. Ste. 203  
Morgan City, LA 70380  
Phone (985) 384-2020

434 E. Main St.  
Ville Platte, LA 70586  
Phone (337) 363-2792

332 W. Sixth Ave.  
Oberlin, LA 70655  
Phone (337) 639-4737

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

\* A Professional Accounting Corporation

WWW.KSRCPAS.COM

District Attorney of the Fifteenth  
Judicial District  
And the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the District Attorney of the Fifteenth Judicial District (District Attorney) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. Management of the District Attorney is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### Written Policies and Procedures

1. We obtained and inspected the District Attorney's written policies and procedures and observed that they address each of the following categories and subcategories (if applicable to public funds and the District Attorney's operations):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving.
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the District Attorney's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

### ***Board or Finance Committee***

---

**(The District Attorney does not have a Board or Finance Committee; therefore, this procedure is not applicable.)**

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) Observe that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
  - c) Obtain the prior year audit report and observe the unrestricted fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

### ***Bank Reconciliations***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)**

- 3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the District Attorney's main operating account. Select the District Attorney's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for the selected accounts, and observe that:
  - a) Bank reconciliations included evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - b) Bank reconciliations included evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

## Collections

---

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, we obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observed that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. We inquired of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. We randomly selected two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly select and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* We obtained supporting documentation for each of the 10 deposits and:
  - a) We observed that receipts are sequentially pre-numbered.
  - b) We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) We traced the deposit slip total to the actual deposit per the bank statement.
  - d) We observed that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
  - e) We traced the actual deposit per the bank statement to the general ledger.

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

---

8. We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. We randomly selected 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, we obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and we observed that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, we obtained the District Attorney's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and we obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, obtained supporting documentation for each transaction and:
  - a) We observed that the disbursement matched the related original invoice/billing statement.
  - b) We observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)**

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

### ***Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)**

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

### ***Contracts***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)**

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

### ***Payroll and Personnel***

---

16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees/officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.

17. We randomly selected one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, we obtained attendance records and leave documentation for the pay period, and:
  - a) We observed that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) We observed that supervisors approved the attendance and leave of the selected employees/officials.
  - c) We observed that any leave accrued or taken during the pay period was reflected in the District Attorney's cumulative leave records.
18. We obtained a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. We randomly selected two employees/officials, we obtained related documentation of the hours and pay rates used in management's termination payment calculations, we agreed the hours to the employee/officials' cumulate leave records, and we agreed the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. We obtained management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums had been paid, and associated forms had been filed, by required deadlines.

### ***Ethics***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)**

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
  - a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the District Attorney's ethics policy during the fiscal period.

### ***Debt Service***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)**

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

### ***Other***

---

**(The following procedures were not performed since there were no exceptions in the prior year.)<sup>4</sup>**

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the District Attorney reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the District Attorney is domiciled.

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

**Exceptions:**

---

No exceptions were found as a result of applying the procedures listed above except:

**Written Policies and Procedures**

1. The District Attorney's written policies and procedures for budgeting do not address how budgets are adopted or monitored.

*Management's response:* The District Attorney will update the written policies and procedures to include how budgets are adopted and monitored.

2. The District Attorney's written policies and procedures for purchasing do not address how vendors are added to the vendor list.

*Management's response:* The District Attorney will update the written policies and procedures to include how vendors are added to the vendor list.

3. The District Attorney's written policies and procedures do not address management's actions to determine the completeness of all collections for each type of revenue or agency fund addition.

*Management's response:* The District Attorney will update the written policies and procedures to include management's actions to determine the completeness of all collections for each type of revenue or agency fund addition.

4. The Districts Attorney's written policies and procedures do not include a sufficient amount of information regarding the contracting process.

*Management's response:* The District Attorney will update the written policies and procedures to include how contracts are reviewed, approved, and monitored.

5. The District Attorney's written policies and procedures do not address how credit cards are to be controlled, allowable business uses, required approvers of the credit card statements, or monitoring the credit card usage.

*Management's response:* The District Attorney will update the written policies and procedures to include how credit cards are to be controlled, allowable business uses, required approvers of the credit card statements, and monitoring the credit card usage.

6. The District Attorney's written policies and procedures do not include a sufficient amount of information regarding ethics.

*Management's response:* The District Attorney will update the written policies and procedures to include actions to be taken if an ethics violation takes place, a system to monitor possible ethics violations, and a requirement that all employees, including elected officials, annually attest through signature verification that they have read the District Attorney's ethics policy.

## **Cash Collections**

7. Two of the five deposit locations tested did not have proper segregation of duties.

**Management's response:** Based on the size of the District Attorney and the cost-benefit of additional personnel, it will not be feasible to achieve complete segregation of duties. However, the District Attorney does have compensating controls in effect to mitigate the lack of segregation of duties.

8. Five of the ten deposits tested had deposits that were made more than one day after collection.

**Management's response:** The District Attorney will implement a policy that all collections be deposited not more than one day after collection.

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

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

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Lafayette, Louisiana  
May 30, 2019