

**District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana**

**Financial Statements With Auditor's Report**

**As of and for the Year Ended December 31, 2018**

District Attorney of the Twenty–Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana

Table of Contents

	<u>Page</u>
<b>Independent Auditors' Report</b>	1 – 3
<b>Required Supplementary Information</b> Management's Discussion and Analysis	4 – 8
<b>Basic Financial Statements:</b>	
Government-wide Financial Statements	
Statement of Net Position	9
Statement of Activities	10
Fund Financial Statements	
Balance Sheet – Governmental Funds	11
Reconciliation of the Balance Sheet of the Governmental Funds To the Statement of Net Position	12
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Statement of Fiduciary Net Position	15
Notes to the Financial Statements	16 – 41
<b>Required Supplementary Information</b>	
Budgetary Comparison Schedule – General Fund	42
Budgetary Comparison Schedule – Truancy Fund	43
Note to Required Supplementary Information	44
Schedule of Changes in Total OPEB Liability and Related Ratios	45
Schedule of Contributions	46
Schedule of Proportionate Share of Net Pension Liability	47
<b>Other Supplementary Information</b>	
Schedule of Compensation, Benefits, and Other Payments to Agency Head	48
<b>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</b>	49 – 50
<b>Schedules For Louisiana Legislative Auditor</b>	
<b>Summary Schedule of Prior Year Audit Findings</b>	51
<b>Current Year Audit Findings</b>	51

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## Independent Auditors' Report

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana

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

We have audited the accompanying basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Twenty-Sixth Judicial District, a component unit of the Bossier Parish Police Jury, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District Attorney of the Twenty-Sixth Judicial District's basic financial statements as listed in the table of contents.

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

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

### ***Auditors' Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the 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 of the Twenty-Sixth Judicial District as of December 31, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 – 8, budgetary comparison information on pages 42 – 44, the schedule of changes in total OPEB liability and related ratios on page 45, the schedule of contributions on page 46, and the schedule of proportionate share of net pension liability on page 47 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 inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney of the Twenty-Sixth Judicial District's basic financial statements. The other supplementary information Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 48 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head is the responsibility of management. Section I of that schedule was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information in Section I of the schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Section I of the Schedule of Compensation, Benefits, and Other Payments to Agency Head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Section II of the Schedule of Compensation, Benefits, and Other Payments to Agency Head shown on page 48 has 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 it.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated June 28, 2019, on our consideration of the District Attorney of the Twenty-Sixth Judicial District'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District Attorney of the Twenty-Sixth Judicial District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Twenty-Sixth Judicial District's internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read "Cook & Morehart", with a long horizontal line extending to the right.

Cook & Morehart  
Certified Public Accountants  
June 28, 2019

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the District Attorney of the Twenty-Sixth Judicial District's financial performance provides an overview of the District Attorney's financial activities for the fiscal year ended December 31, 2018. Please read it in conjunction with the District Attorney's financial statements, which begin on page 9.

### FINANCIAL HIGHLIGHTS

The District Attorney's net position increased by \$163,222.

The District Attorney's total general and program revenues were \$3,098,801 in 2018 compared to \$2,936,677 in 2017.

During the year ended December 31, 2018, the District Attorney had total expenses, excluding depreciation of \$2,927,951, compared to total expenses, excluding depreciation of \$2,712,795 for the year ended December 31, 2017.

### USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9 and 10) provide information about the activities of the District Attorney of the Twenty-Sixth Judicial District as a whole and present a longer-term view of the District Attorney's finances. Fund financial statements start on page 10. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District Attorney's operations in more detail than the government-wide statements by providing information about the District Attorney's most significant funds.

The District Attorney of the Twenty-Sixth Judicial District was determined to be a component unit of the Bossier Parish Police Jury. The District Attorney is fiscally dependent on the Police Jury for space and related costs. The accompanying financial statements present information only on the funds maintained by the District Attorney of the Twenty-Sixth Judicial District.

### Reporting the District Attorney of the Twenty-Sixth Judicial District as a Whole

Our analysis of the District Attorney of the Twenty-Sixth Judicial District as a whole begins on page 9. One of the most important questions asked about the District Attorney's finances is "Is the District Attorney as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the funds maintained by the District Attorney of the Twenty-Sixth Judicial District as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual *basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District Attorney's *net position* and changes in it. You can think of the District Attorney's net position – the difference between assets and liabilities – as one way to measure the District Attorney's financial health, or *financial position*. Over time, *increases* or *decreases* in the District Attorney's net position is one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, to assess the overall health of the District Attorney.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the District Attorney as governmental activities.

Governmental activities – all of the expenses paid from the funds maintained by the District Attorney are reported here which consists primarily of personal services, materials and supplies, travel, repairs and maintenance and other program services. Fines and fees, state and federal grants and gaming tax revenue finance most of these activities.

### **Reporting the District Attorney’s Most Significant Funds**

Our analysis of the major funds maintained by the District Attorney of the Twenty–Sixth Judicial District begins on page 11. The fund financial statements begin on page 11 and provide detailed information about the most significant funds maintained by the District Attorney – not the District Attorney as a whole. The District Attorney of the Twenty–Sixth Judicial District’s *governmental funds* use the following accounting approaches:

Governmental funds – All of the District Attorney’s basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the District Attorney’s general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain District Attorney expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in reconciliation at the bottom of the fund financial statements.

**THE DISTRICT ATTORNEY OF THE TWENTY-SIXTH JUDICIAL DISTRICT AS A WHOLE**

The District Attorney of the Twenty-Sixth Judicial District's total net position changed from a year ago, increasing from \$(1,446,131) to \$(1,282,909).

**Table 1  
Net Position**

	Governmental Activities	
	2018	2017
Current and other assets	\$ 856,711	\$ 513,435
Capital assets	49,926	4,839
Net pension asset	92,542	
Total assets	<u>999,179</u>	<u>518,274</u>
Deferred outflows of resources	492,896	682,549
Current liabilities	561,130	455,260
Long-term liabilities	1,683,410	2,005,780
Total liabilities	<u>2,244,540</u>	<u>2,461,040</u>
Deferred inflows of resources	530,444	185,914
Net position:		
Investment in capital assets	49,926	4,839
Restricted	61,249	26,604
Unrestricted (deficit)	(1,394,084)	(1,477,574)
Total net position (deficit)	<u>\$ (1,282,909)</u>	<u>\$ (1,446,131)</u>

Net position of the District Attorney's governmental activities increased by \$163,222 for the year ended December 31, 2018, compared to an increase of \$210,402 for the year ended December 31, 2017. Unrestricted net position, the part of net position that can be used to finance District Attorney expenses without constraints or other legal requirements, increased from a year ago, increasing to \$(1,394,084) at December 31, 2018 from \$(1,446,131) at December 31, 2017.

**Table 2**  
**Change in Net Position**

	Governmental Activities	
	2018	2017
Revenues		
Program Revenues		
Charges for services	\$ 1,640,029	\$ 1,508,422
Operating grants and contributions	1,457,147	1,421,149
General Revenues		
Investment earnings	140	98
Miscellaneous	1,485	7,008
Total revenues	3,098,801	2,936,677
Expenses		
Judicial	2,272,277	2,103,631
Truancy programs	457,083	425,150
Family justice center program	206,219	197,494
Total expenses	2,935,579	2,726,275
Increase in net position	\$ 163,222	\$ 210,402

Total revenues increased \$162,124 (5.52%) from total revenues in the year ended December 31, 2017 of \$2,936,677 to total revenues of \$3,098,801 in the year ended December 31, 2018.

**THE DISTRICT ATTORNEY'S FUNDS**

As the District Attorney completed the year ended December 31, 2018, its governmental funds (as presented in the balance sheet on page 11) reported a *combined* fund balance of \$295,581, which is more than the previous year's fund balance of \$58,175. The primary reason for the increase is an increase in fines and forfeitures revenues.

**General Fund Budgetary Highlights**

The District Attorney adopted a budget for its General Fund for the year ended December 31, 2018. There was one amendment to the budget during the year. The District Attorney's budgetary comparison is presented as required supplementary information and shown on pages 42-44.

The District Attorney's General Fund balance of \$234,332 reported on page 11 differs from the General Fund's *budgetary* fund balance of \$196,251 reported in the budgetary comparison schedule on page 42. This is primarily due to the District Attorney budgeting on the cash basis of accounting.

## CAPITAL ASSETS

At the end of December 31, 2018, the District Attorney had invested \$49,926 in capital assets, compared to \$4,839 at December 31, 2017. (see table 3 below)

**Table 3**  
**Capital Assets at Year End**  
**(Net Depreciation)**

	Governmental Activities	
	2018	2017
Equipment	\$ 5,729	\$ 4,839
Vehicles	44,197	
Total assets	<u>\$ 49,926</u>	<u>\$ 4,839</u>
This years major additions:		
Computer equipment and copier	\$ 4,500	
Vehicle	48,215	
	<u>\$ 52,715</u>	<u>\$</u>

More detailed information about the capital assets is presented in Note 7 to the financial statements.

## DEBT ADMINISTRATION

Long-term liabilities of the District Attorney are summarized as follows:

	Governmental Activities	
	2018	2017
Compensated absences	\$ 13,417	\$ 16,699
Net pension liability	363,544	611,423
Other post-employment benefit obligation	1,306,449	1,586,514
Totals	<u>\$ 1,683,410</u>	<u>\$ 2,214,636</u>

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The District Attorney of the Twenty-Sixth Judicial District's management considered many factors when setting a fiscal year December 31, 2019 budget. Amounts available for appropriation in the governmental funds are expected to be consistent with the 2018 year.

## CONTACTING THE DISTRICT ATTORNEY OF THE TWENTY-SIXTH JUDICIAL DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the District Attorney of the Twenty-Sixth Judicial District and to show the District Attorney's accountability for the money it receives. If you have questions about this report or need additional financial information, contact John Schuyler Marvin, District Attorney, P.O. Box 69, Benton, LA 71006.

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Statement of Net Position  
December 31, 2018

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 608,291
Receivables	248,420
Depreciable capital assets (net)	49,926
Net pension asset	<u>92,542</u>
Total assets	<u>999,179</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension related	<u>492,896</u>
<b>LIABILITIES</b>	
Accounts payable	561,130
Long-term liabilities:	
Due within one year	13,417
Due in more than one year	<u>1,669,993</u>
Total liabilities	<u>2,244,540</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension related	375,839
Other post-employment benefits	<u>154,605</u>
Total deferred inflows of resources	<u>530,444</u>
<b>NET POSITION (DEFICIT)</b>	
Investment in capital assets	49,926
Restricted-truancy programs	
Truancy	66,309
Family justice center	(5,060)
Unrestricted (deficit)	<u>(1,394,084)</u>
Total net position (deficit)	<u>\$ (1,282,909)</u>

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Statement of Activities  
 For the Year Ended December 31, 2018

		Program Revenues		Net(Expense) Revenue and Changes in Net Position
<u>FUNCTIONS/PROGRAMS</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental activities:				
Judicial	\$ 2,272,277	\$ 1,640,029	\$ 759,200	\$ 126,952
Truancy programs	457,083		500,354	43,271
Family justice center program	206,219		197,593	(8,626)
Total governmental activities	2,935,579	1,640,029	1,457,147	161,597
General Revenues:				
Interest income				140
Miscellaneous				1,485
Total general revenues				1,625
Change in net position				163,222
Net position (deficit) - beginning, restated				(1,446,131)
Net position (deficit) - ending				\$ (1,282,909)

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Balance Sheet  
 Governmental Funds  
 December 31, 2018

	General	Truancy	Family Justice Center	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 460,236	\$ 148,055	\$	\$ 608,291
Receivables	174,089	36,853	37,478	248,420
Due from other fund	20,358			20,358
<b>Total assets</b>	<b>\$ 654,683</b>	<b>\$ 184,908</b>	<b>\$ 37,478</b>	<b>\$ 877,069</b>
<b>Liabilities</b>				
Accounts payable	\$ 420,351	\$ 118,599	\$ 22,180	\$ 561,130
Due to other fund			20,358	20,358
<b>Total liabilities</b>	<b>420,351</b>	<b>118,599</b>	<b>42,538</b>	<b>581,488</b>
<b>Fund balances (deficit)</b>				
Restricted for family justice center			(5,060)	(5,060)
Restricted for truancy		66,309		66,309
Unassigned	234,332			234,332
<b>Total fund balances (deficit)</b>	<b>234,332</b>	<b>66,309</b>	<b>(5,060)</b>	<b>295,581</b>
<b>Total liabilities and fund balances</b>	<b>\$ 654,683</b>	<b>\$ 184,908</b>	<b>\$ 37,478</b>	<b>\$ 877,069</b>

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Reconciliation of the Balance Sheet of the Governmental Funds  
 to the Statement of Net Position  
 December 31, 2018

Fund balances - total governmental funds \$ 295,581

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds. 49,926

Other long-term assets and other amounts are not available to pay for current-period expenditures and therefore are not available in the governmental funds.

Deferred outflows of resources - pension related 492,896

Net pension asset 92,542

Long-term liabilities and other amounts, including compensated absences, net pension liabilities, and other post-employment benefit obligations, are not due and payable in the current period and therefore are not reported in the governmental funds:

Other post-employment benefits	1,306,449	
Compensated absences	13,417	
Net pension liability	363,544	
Deferred inflows - pension related	375,839	
Deferred inflows - other post-employment benefits	<u>154,605</u>	<u>(2,213,854)</u>

Net position (deficit) of governmental activities \$ (1,282,909)

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Statement of Revenues, Expenditures, and Changes in Fund Balances  
 Governmental Funds  
 For the Year Ended December 31, 2018

Revenues:	General	Truancy	Family Justice Center	Total Governmental Funds
Fines and forfeitures	\$ 1,562,266	\$	\$	\$ 1,562,266
State and federal grants:				
Title IV-D reimbursement	435,285			435,285
Juvenile tracker program	109,880			109,880
Victims assistance grants	60,000			60,000
Other	46,032			46,032
Truancy		158,693		158,693
Family justice center			197,593	197,593
Check collection fees	77,763			77,763
State Appropriation - Truancy		341,661		341,661
Miscellaneous	1,485			1,485
Interest income	140			140
Total revenues	<u>2,292,851</u>	<u>500,354</u>	<u>197,593</u>	<u>2,990,798</u>
Expenditures:				
General government:				
Current operating:				
Judicial	2,037,375			2,037,375
Truancy programs		457,083		457,083
Family justice center program			206,219	206,219
Capital outlay	52,715			52,715
Total expenditures	<u>2,090,090</u>	<u>457,083</u>	<u>206,219</u>	<u>2,753,392</u>
Net change in fund balance	202,761	43,271	(8,626)	237,406
Fund balances - beginning of year	31,571	23,038	3,566	58,175
Fund balances (deficit) - end of year	<u>\$ 234,332</u>	<u>\$ 66,309</u>	<u>\$ (5,060)</u>	<u>\$ 295,581</u>

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, 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

Net change in fund balances - total governmental funds \$ 237,406

Amounts reported for governmental activities in the statement of activities are 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 a depreciation expense. This is the amount by which capital outlays (\$52,715) exceeds depreciation expense (\$7,628). 45,087

Revenues that are not available to pay current obligations are reported in the governmental funds.

Nonemployer contributions to cost-sharing pension plan 108,003

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:

Decrease in compensated absences	3,282
Pension expense	(147,160)
Other post-employment benefits	(83,396)
	(127,274)

Change in net position of governmental activities \$ 163,222

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

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Statement of Fiduciary Net Position  
December 31, 2018

	<u>Agency Funds</u>
Assets	
Cash and cash equivalents	<u>\$ 224,835</u>
Total assets	<u><u>\$ 224,835</u></u>
Liabilities	
Unsettled deposits due to others	<u>\$ 224,835</u>
Total liabilities	<u><u>\$ 224,835</u></u>

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

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018

Introduction

As provided in the laws of the State of Louisiana, the District Attorney has charge of every criminal prosecution by the state in his district, is the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury. The District Attorney also performs other duties as provided by law. The District Attorney is elected by the qualified electors of the judicial district for a term of 6 years. The Twenty-Sixth Judicial District encompasses the parishes of Bossier and Webster, Louisiana.

(1) Summary of Significant Accounting Policies

The District Attorney of the Twenty-Sixth Judicial District's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the District Attorney of the Twenty-Sixth Judicial District (District Attorney) are discussed below.

A. Reporting Entity

The District Attorney is an independent elected official; however, the District Attorney is fiscally dependent on the Bossier Parish Police Jury. The police jury maintains and operates the parish courthouse in which the District Attorney's office is located and provides funds for equipment and furniture and other operating expenses of the District Attorney's office. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the District Attorney. For these reasons, the District Attorney was determined to be a component unit of the Bossier Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the District Attorney and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Basic Financial Statements – Government-Wide Statements

The District Attorney's basic financial statements include both government-wide (reporting the funds maintained by the District Attorney as a whole) and fund financial statements (reporting the District Attorney's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The District Attorney's General Fund, Truancy Fund, and Family Justice Center Fund are classified as governmental activities. The District Attorney does not have any business-type activities. The government-wide statements include all funds of the District Attorney except for fiduciary funds.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The District Attorney's net position is reported in two parts – investment in capital assets, and unrestricted net position (deficit).

(Continued)

District Attorney of the Twenty–Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

The government-wide Statement of Activities reports both the gross and net cost of each of the District Attorney's functions. The functions are supported by program revenues and general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. Program revenues of the District Attorney consist of fines and forfeitures, state and federal grants, check collection fees, nonemployer contributions to cost-sharing pension plan, and state appropriation revenues. The net costs (by function) are normally covered by general revenues.

This government-wide focus is more on the sustainability of the District Attorney as an entity and the change in the District Attorney's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the District Attorney are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the District Attorney:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District Attorney:

General Fund – the general fund accounts for the operations of the District Attorney's office. Included in the general fund, to offset or defray the necessary expenditures of the District Attorney, are fines collected and bonds forfeited in compliance with Louisiana Revised Statute (R.S.) 15:571.11; certain percentage of asset forfeiture revenue in regards to the Special Asset Forfeiture Trust Fund established by Louisiana Revised Statute 40:2616; reimbursements received from the Louisiana Department of Social Services for operation of the family and child support programs (Title IV–D Reimbursement); worthless check collection fees collected in accordance with Louisiana Revised Statute 16:15; and all other financial resources not accounted for and reported in another fund.

Special Revenue Fund – the special revenue fund is used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service and capital projects. The special revenue fund of the District Attorney consists of the Truancy Program and Family Justice Center operations.

Fiduciary Fund – the fiduciary fund is used to report assets held in a trust or agency capacity for others and therefore are not available to support District Attorney programs. Included in this fund type is the Asset Forfeiture Trust Fund established by Louisiana Revised Statute 40:2616.

The emphasis in fund financial statements is on the major funds in the governmental category. Non-major funds by category are summarized into a single column. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of fund category) for the determination of major funds. The General Fund and the Truancy Fund of the District Attorney were determined to be major funds.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

The following major funds are presented in the fund financial statements:

General Fund – accounts for all financial resources except those required to be accounted for in another fund.

Truancy Program Fund – accounts for the operation of certain truancy programs.

D. Basis of Accounting

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

1. Accrual:

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

2. Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

The District Attorney uses the following budget practices:

1. The District Attorney prepares an operating budget for the general and special revenue funds.
2. The budget is made available for public inspection prior to the public hearing held to obtain taxpayer comment.
3. The budget is adopted at the public hearing.
4. The budget is adopted on a cash basis.
5. The budget may be revised during the year.
6. Appropriations lapse at the end of each fiscal year.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

F. Cash, Cash Equivalents, and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District Attorney may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law, or any other state of the United States, or under the laws of the United States.

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Vehicles	5 years
Equipment	3 – 7 years

H. Compensated Absences

The District Attorney has an informal policy for vacation and sick leave. Employees of the District Attorney earn from 5 to 15 days of vacation leave each year, depending on their lengths of service. Employees may carry no more than one-half of their normal yearly benefit forward to the next benefit year. Upon termination of employment, employees will be paid for unused vacation time that they are eligible for according to the District Attorney's policy.

Employees of the District Attorney will accrue sick leave benefits which are calculated on the basis of a "benefit year" at the rate of 6 days per year. Unused sick leave will be allowed to accumulate without limit. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

The current portion of compensated absences payable (the amount estimated to be used during the period of availability) is recorded as a liability in the fund financial statements. The entire balance of compensated absences payable is recognized as a liability in the government-wide financial statements. The non-current portion represents a reconciling item between the fund and government-wide statements.

I. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

J. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District Attorney has deferred outflows of resources related to pensions reported in the government-wide statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element *deferred inflows of resources* reflects an increase in net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The District Attorney has deferred inflows of resources related to pensions and the other post-employment benefits reported in the government-wide statement of net position.

K. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the District Attorney or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District Attorney's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

L. Interfund Activity

Interfund activity is reported as loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

M. Long-Term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable governmental activities in the statement of net assets.

N. Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

3. Committed - amounts that can be used only for the specific purposes as a result of constraints imposed by the District Attorney (the District Attorney's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the District Attorney removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned - amounts that are constrained by the District Attorney's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications

The District Attorney's policy is to apply expenditures against restricted fund balance and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

(2) Cash and Cash Equivalents

At December 31, 2018, the District Attorney had cash and cash equivalents (book balances) as follows:

Demand deposits	\$	822,605
Time deposits		<u>10,521</u>
Total		<u><u>\$ 833,126</u></u>

Reconciliation to government-wide Statement of Net Position:

Cash and cash equivalents	\$	608,291
Agency funds (not on government-wide statements)		<u>224,835</u>
		<u><u>\$ 833,126</u></u>

These deposits are stated at cost, which approximates market. 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 bank.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2018, \$405,787 of the District Attorney's bank balances of \$1,033,902, were exposed to custodial credit risk. Those funds were exposed to custodial credit risk as uninsured and collateral held by the pledging bank's trust department, not in the District Attorney's name.

(3) Interfund Balances

Interfund balances for the year ended December 31, 2018 consisted of \$20,358 due from the Family Justice Center Fund to the General Fund. Advances from the General Fund were made to the Family Justice Center Program, of which the main source of revenue is a reimbursable contract.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

(4) Pension Plan – District Attorney and Assistant District Attorneys

The district attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost-sharing multiple-employer plan administered by a separate board of trustees. The District Attorneys' Retirement System (System) was created on August 1, 1956 by Act 56 of the 1956 session of the Louisiana Legislature, for the purpose of providing allowances and other benefits for district attorneys and their assistants in each parish. The fund is administered by a Board of Trustees. Benefits, including normal retirement, early retirement, disability retirements and death benefit, are provided as specified in the plan.

**Plan Description**

The District Attorneys' Retirement System, State of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established on the first Day of August, nineteen hundred and fifty-six and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys and their assistants in each parish. All persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by this retirement system and the Louisiana District Attorneys' Association except for elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits, shall become members as a condition of their employment; provided, however, that in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Members who joined the System before July 1, 1990, and who have elected not to be covered by the new provisions, are eligible to receive a normal retirement benefit if they have 10 or more years of creditable service and are at least age 62, or if they have 18 or more years of service and are at least age 60, or if they have 23 or more years of service and are at least age 55, or if they have 30 years of service regardless of age. The normal retirement benefit is equal to 3% of the member's average final compensation for each year of creditable service. Members are eligible for early retirement at age 60 if they have at least 10 years of creditable service or at age 55 with at least 18 years of creditable service. Members who retire prior to age 60 with less than 23 years of service credit, receive a retirement benefit reduced 3% for each year of age below 60. Members who retire prior to age 62 who have less than 18 years of service receive a retirement benefit reduced 3% for each year of age below 62. Retirement benefits may not exceed 100% of final average compensation.

Members who joined the System after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

credit regardless of age. The normal retirement benefit is equal to 3.5% of the member's final average compensation multiplied by years of membership service. A member is eligible for an early retirement benefit if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced 3% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100% of average final compensation.

Disability benefits are awarded to active contributing members with at least 10 years of service who are found to be totally disabled as a result of injuries incurred while in active service. The member receives a benefit equal to three percent (three and one-half percent for members over/under the new retirement benefit provisions) of his average final compensation multiplied by the lesser of his actual service (not to be less than fifteen years) or projected continued service to age sixty.

Upon the death of a member with less than 5 years of creditable service, his accumulated contributions and interest thereon are paid to his surviving spouse, if he is married, or to his designated beneficiary, if he is not married. Upon the death of any active, contributing member with 5 or more years of service or any member with 23 years of service who has not retired, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with the option factors used as if the member had continued in service to earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children are paid 80% of the member's accrued retirement benefit divided into equal shares. If a member has no surviving spouse or children, his accumulated contributions and interest are paid to his designated beneficiary. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions with interest.

Upon withdrawal from service, members not entitled to a retirement allowance are paid a refund of accumulated contributions upon request. Receipt of such a refund cancels all accrued rights in the System.

The Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and widows who are sixty-five years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the board may grant an increase to retirees in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1.00. In order for the board to grant any of these increases, the System must meet certain criteria detailed in the statute related to funding status and interest earnings.

In lieu of receiving an actual service retirement allowance, any member who has more years of service than are required for a normal retirement may elect to receive a Back-Deferred Retirement Option Program (Back-DROP) benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement, the member's maximum monthly retirement benefit is based upon his service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

above multiplied by the number of months in the Back-DROP period. In lieu of receiving the lump-sum payment, the member may leave the funds on deposit with the system in an interest bearing account. Prior to January 1, 2009, eligible members could elect to participate in the Deferred Retirement Option Program (DROP) for up to three years in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to ½ of one percent. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in the DROP. Upon termination of participation, the participant in the plan received, at his option, a lump sum from the account equal to the payments into the account or systematic disbursements from his account in any manner approved by the board of trustees. The monthly benefits that were being paid into the DROP would then be paid to the retiree. All amounts which remain credited to the individual's sub-account after termination of participation in the plan were invested in liquid money market funds. Interest was credited thereon as actually earned.

**Employer Contributions**

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 0%. For the period of July 1, 2018 through June 30, 2019, the actual employer contribution rate is 1.25%. The District Attorney contributions to the System for the years ended December 31, 2018, 2017, and 2016 were \$4,378, \$0, and \$11,243, respectively.

**Non-Employer Contributions**

In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions totaling \$98,734 are recognized as revenue during the year ended December 31, 2018 and excluded from pension expense.

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

At December 31, 2018, the District Attorney reported a liability of \$363,544 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District Attorney's proportion of the net pension liability was based on the employer's contributions to the System during the year ended June 30, 2018, as compared to the total of all employers' contributions to the System for the year ended June 30, 2018. At June 30, 2018, the District Attorney's proportion was 1.129747%, which was a decrease of .152559% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the District Attorney recognized pension expense of \$129,545, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$(519).

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

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 1,952	\$ 52,812
Changes of assumptions	220,513	23,974
Net difference between projected and actual earnings on pension plan investments	30,440	
Changes in proportion and differences between employer contributions and proportionate share of contributions	30,872	23,234
Total	<u>\$ 283,777</u>	<u>\$ 100,020</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 77,198
2020	36,545
2021	10,291
2022	15,931
2023	43,792
Total	<u>\$ 183,757</u>

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018 are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	6.50%, net of investment expense
Projected Salary Increases	5.50% (2.40% Inflation, 3.10% Merit)

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

Mortality Rates	The RP 2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables (set back 1 year for females) projected to 2032 using Scale AA were selected for employee, annuitant, and beneficiary mortality. The RP2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females was selected for disable annuitants. Setbacks in these tables were used to approximate mortality improvement.
Expected Remaining Service Lives	6 years – 2018 7 years - 2017
Cost of Living Adjustments	Only those previously granted

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

The long-term expected rate of return on pension plan investments 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 expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.45% for the year ended June 30, 2018.

The best estimates of arithmetic real rates of return for each major asset class based on the System's target asset allocation as of June 30, 2018 were as follows:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Equities	61.72%	10.82%
Fixed Income	28.95%	6.36%
Alternatives	8.85%	10.50%
Cash	.48%	0.50%
Totals	<u>100.00%</u>	6.95%
Inflation		2.50%
Expected Arithmetic Nominal Return		9.45%

(Continued)

District Attorney of the Twenty–Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

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

**Sensitivity to Changes in Discount Rate**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.50%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.50%) or one percentage point higher (7.50%) than the current rate.

	Changes in Discount Rate		
	1% Decrease	Current Discount Rate	1% Increase
	5.50%	6.50%	7.50%
Net Pension Liability (Asset)	\$978,816	\$363,544	\$(159,892)

**Change in Net Pension Liability**

The changes in the net pension liability for the year ended December 31, 2018 were recognized in the current reporting period as pension expense except as follows:

**Differences between Expected and Actual Experience:**

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Differences between Projected and Actual Investment Earnings:**

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

**Changes of Assumptions or Other Inputs:**

Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Change in Proportion:**

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using a the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

(Continued)

District Attorney of the Twenty–Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

**Contributions – Proportionate Share**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan.

**Pension Plans Fiduciary Net Positions**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2018. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.lia.la.gov](http://www.lia.la.gov).

(5) Pension Plan – Other Employees

Substantially all employees of the District Attorney, except for the district attorney and his assistants, are members of the Parochial Employees Retirement System of Louisiana (System), a cost-sharing multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the state of Louisiana or any governing body or a parish which employs and pays persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The Retirement System is governed by Louisiana Revised Statutes, Title 11, Sections 1901 through 2025, specifically, and other general laws of the State of Louisiana.

All employees of the District Attorney are members of Plan A.

**Plan Description**

Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S.11:1901 of the Louisiana Revised Statute (LRS). The System provides retirement benefits to employees of taxing District Attorneys of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elects to become members of the System. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to these appropriate statutes for more complete information.

**Eligibility Requirements:**

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

Retirement Benefits:

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

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

Survivor Benefits:

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes. A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

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 Plan A or B 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.

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

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

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.

**Disability Benefits:**

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty.

**Cost of Living Increases:**

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

**Employer Contributions**

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2017, the actuarially determined contribution rate was 9.35% of member's compensation for Plan A. However, the actual rate for the fiscal year ending December 31, 2017 was 12.5% for Plan A. The actual rate for the fiscal year ending December 31, 2018 was 11.5%. The District Attorney's contributions to the System for the years ended December 31, 2018, 2017, and 2016 were \$92,318, \$96,610, and \$93,680, respectively.

According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Non-employer contributions received by the System and attributable to the District Attorney for the year ended December 31, 2018 were \$9,269.

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

At December 31, 2018, the District Attorney reported a liability (asset) of \$(92,542) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2017, and the total pension liability (asset) used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date. The historical employer contributions are used to determine the proportionate relationship of each

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

employer to all employers of Parochial Employees' Retirement System of Louisiana. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The resulting allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contribution to the plan during the fiscal year ended December 31, 2017 as compared to the total of all employer's contributions received by the plan during the fiscal year ended December 31, 2017.

At December 31, 2017, the District Attorney's proportion was .124678%, which was an increase of .12338868% from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018, the District Attorney recognized pension expense of \$114,961, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, (\$131).

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

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$	\$ 59,904
Changes of assumptions	116,801	
Net difference between projected and actual earnings on pension plan investments		213,798
Changes in proportion and differences between employer contributions and proportionate share of contributions		2,117
Employer contributions subsequent to the measurement Date	92,318	
Total	<u>\$ 209,119</u>	<u>\$ 275,819</u>

The District Attorney reported a total of \$92,318 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2017, which will be recognized as a reduction in 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 expenses as follows:

<u>Year</u>	<u>Amount</u>
2018	\$ 12,895
2019	(14,713)
2020	(72,463)
2021	(84,737)
Total	<u>\$ (159,018)</u>

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

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

Valuation Date	December 31, 2017
Actuarial Cost Method	Plan A – Entry Age Normal
Investment Rate of Return	6.75% (Net of investment expense)
Expected Remaining Service lives	4 years
Projected Salary Increases	Plan A – 5.25% (2.75% Merit/2.50% Inflation)
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Mortality	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for healthy annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

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

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.62% for the year ended December 31, 2017.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2014 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real assets	2%	0.12%
Totals	<u>100%</u>	<u>5.62%</u>
Inflation		<u>2.00%</u>
Expected Arithmetic Nominal Return		<u>7.62%</u>

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Healthy Annuitant Mortality Sex Distinct Tables (set forward two years for males and set forward one year for females) projected to 2031 using Scale AA was selected for annuitants and beneficiaries. For disabled annuitants, the RP-2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females was selected. For active employees, the RP-2000 Employee Sex Distinct Tables set back 4 years for males and 3 years for females was used.

**Sensitivity to Change in Discount Rate**

The following presents the net pension liability (asset) of the participating employers calculated using the discount rate of 6.75%, as well as what the employers' net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower 5.75% or one percentage point higher 7.75% than the current rate.

	PLAN A		
	<u>Changes in Discount Rate</u>		
	1% Decrease	Current Discount Rate	1% Increase
	<u>5.75%</u>	<u>6.75%</u>	<u>7.75%</u>
Net Pension Liability (Asset)	\$456,264	\$( 92,542)	\$(581,216)

(Continued)

District Attorney of the Twenty–Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Notes to the Financial Statements  
December 31, 2018  
(Continued)

**Change in Net Pension Liability (Asset)**

The changes in the net pension liability (asset) for the year ended December 31, 2018 were recognized in the current reporting period as pension expense except as follows:

**Differences between Expected and Actual Experience:**

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability (asset) were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Differences between Projected and Actual Investment Earnings:**

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five year period.

**Change in Assumptions:**

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Change in Proportion:**

Changes in the employer's proportionate shares of the collective net pension liability (asset) and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense/(benefit) using a the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

**Contributions – Proportionate Share**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan.

**Retirement System Audit Report**

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

**Plan Fiduciary Net Position**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended December 31, 2017. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.lla.la.gov](http://www.lla.la.gov).

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

(6) Receivables

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

Commissions on fines and forfeitures	\$ 34,541
State and federal grants:	
Title IV–D reimbursement	120,606
Vertical prosecution grant	4,982
Tracker contract	8,960
Truancy contracts	36,853
Victims assistance grants	5,000
Family Justice Center Contract	37,478
Totals	<u>\$ 248,420</u>

(7) Capital Assets

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

<u>Government Activities</u>	<u>Balance 12/31/2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/2018</u>
Capital assets being depreciated				
Equipment	\$ 80,386	\$ 4,500	\$	\$ 84,886
Vehicles	<u>92,996</u>	<u>48,215</u>		<u>141,211</u>
Total capital assets being depreciated, at historical cost	<u>173,382</u>	<u>52,715</u>		<u>226,097</u>
Less accumulated depreciation				
Equipment	(75,547)	(3,610)		(79,157)
Vehicles	<u>(92,996)</u>	<u>(4,018)</u>		<u>(97,014)</u>
Total accumulated depreciation	<u>(168,543)</u>	<u>(7,628)</u>		<u>(176,171)</u>
Governmental activities capital assets, net	<u>\$ 4,839</u>	<u>\$ 45,087</u>	<u>\$</u>	<u>\$ 49,926</u>

Depreciation expense was charged to governmental activities as follows:

Judicial	<u>\$ 7,628</u>
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(8) 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 from criminal court funds, the parish governments, or directly by the state.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

The District Attorney has offices located in the courthouses in Bossier and Webster Parish. Expenditures for operation and maintenance of the parish courthouses are paid by Bossier Parish Police Jury and Webster Parish Police Jury and are not included in the expenditures of the District Attorney. Also, certain salaries of the District Attorney and his assistants are paid out of the general fund of the Bossier Parish Police Jury and the Webster Parish Police Jury and are not included in the expenditures of the District Attorney.

(9) Accounts Payable

Accounts payable at December 31, 2018 consisted of the following:

Salaries and benefits	\$ 446,163
Accounts	<u>114,967</u>
	<u>\$ 561,130</u>

(10) Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2018, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Compensated absences	\$ 16,699	\$ 13,417	\$ 16,699	\$ 13,417	\$ 13,417
Other post-employment benefit obligation	1,377,658		71,209	1,306,449	
Net pension liability-DA system	345,866	17,678		363,544	
Net pension liability- Parochial system	<u>265,557</u>		<u>265,557</u>		
 Governmental Activities long-term liabilities	 <u>\$ 2,005,780</u>	 <u>\$ 31,095</u>	 <u>\$ 353,465</u>	 1,683,410	 13,417
 Less amounts due within period of availability - recorded in accounts payable				 <u>                    </u>	 <u>                    </u>
 Total long-term liabilities, government-wide statements				 <u>\$ 1,683,410</u>	 <u>\$ 13,417</u>

(11) Risk Management

The District Attorney has commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the previous year.

(Continued)

District Attorney of the Twenty–Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

(12) Leases

The District Attorney leases certain office space under operating leases. Rental costs for the year ended December 31, 2018 was \$5,000. There are no commitments under lease agreements having terms in excess of one year.

(13) Postemployment Health Care and Life Insurance Benefits

**General Information about the OPEB Plan**

*Plan description* – The District Attorney provides certain continuing health care and life insurance benefits for its retired employees. The District Attorney’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the District Attorney. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the District Attorney. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

*Benefits Provided* – Medical benefits are provided through comprehensive plan and are made available to employees upon actual retirement. The employer pays 80% of the cost of retiree medical insurance. Most employees are covered by the Parochial Employees’ Retirement System of Louisiana, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or age 65 and 7 years of service. For employees hired on and after January 1, 2007, retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or age 67 and 7 years of service. To obtain retiree medical coverage, a retiree must have been in the medical plan for at least fifteen years.

Life insurance coverage is available to retirees and is based on a blended rate (active and retired). The employer pays 80% of the cost of the retiree life insurance, but it is based on the blended rate. Retiree insurance coverage amounts are reduced to a flat \$9,000.

Dental insurance coverage is provided to retirees. The employer pays 80% of the cost of the dental insurance for the retirees only, not dependents. The unblended rate has been used. All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for the trend assumption; zero trend was used for dental insurance. The dental actuarial costs and liabilities are included in the medical results.

*Employees covered by benefit terms* – At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	3
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>29</u>
	<u><u>32</u></u>

(Continued)

District Attorney of the Twenty–Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

**Total OPEB Liability**

The District Attorney's total OPEB liability of \$1,306,449 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	4.0%, including inflation
Discount rate	3.44% annually (Beginning of Year to Determine ADC)
	4.10%, annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Flat 5.5% annually

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2018, the end of the applicable measurement period.

Mortality rates were based on the RP-2000 Table without projection with 50%/50% unisex blend.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2018.

**Changes in the Total OPEB Liability**

Balance at December 31, 2017	<u>\$ 1,377,658</u>
Changes for the year:	
Service cost	59,027
Interest	47,189
Differences between expected and actual experience	(6,502)
Changes in assumptions	(159,146)
Benefit payments and net transfers	<u>(11,777)</u>
Net changes	<u>(71,209)</u>
Balance at December 31, 2018	<u><u>\$ 1,306,449</u></u>

Changes of assumptions and other inputs reflect a change in the discount rate from 3.44% in 2017 to 4.10% in 2018.

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the District Attorney, as well as what the District Attorney's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.10%) or 1-percentage-point higher (5.10%) than the current discount rate:

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

	1.0% Decrease (3.10%)	Current Discount Rate (4.10%)	1.0% Increase (5.10%)
Total OPEB liability	\$ 1,574,090	\$ 1,306,449	\$ 1,097,683

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the District Attorney, as well as what the District Attorney's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Healthcare Trent Rate (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 1,085,045	\$ 1,306,449	\$ 1,590,123

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended December 31, 2018, the District Attorney recognized OPEB expense of \$95,173. At December 31, 2018, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$	\$ (6,069)
Changes in assumptions	<u>                    </u>	(148,536)
Total	<u>\$</u>	<u>\$ (154,605)</u>

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

<u>Years ending December 31:</u>	
2019	\$ (11,043)
2020	(11,043)
2021	(11,043)
2022	(11,043)
2023	(11,043)
Thereafter	(99,390)

(14) Subsequent Events

Subsequent events have been evaluated through June 28, 2019, the date the financial statements were available to be issued.

(Continued)

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Notes to the Financial Statements  
 December 31, 2018  
 (Continued)

(15) Deferred Inflows and Deferred Outflows of Resources

The Statement of Net Position reports deferred inflows of resources at December 31, 2018, consisting of the following:

Pension related – DA system	\$ 100,020
Pension related – Parochial system	275,819
Other post-employment benefits	<u>154,605</u>
	<u>\$ 530,444</u>

The Statement of Net Position reports deferred outflows of resources at December 31, 2018, consisting of the following:

Pension related – DA system	\$ 283,777
Pension related – Parochial system	<u>209,119</u>
	<u>\$ 492,896</u>

(16) New Accounting Pronouncement

The District Attorney adopted Government Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which replaces the requirements of Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. The adoption of GASB Statement No. 75 resulted in a restatement of net position in the Government-Wide Financial Statements of \$208,856, as disclosed in Note 17.

(17) Prior Period Restatement

Beginning net position for the governmental activities in the Statement of Activities has been restated by \$208,856 due to the adoption of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The net effect to the Statement of Net Position is as follows:

	<u>Governmental Activities</u>
Total Net Position (deficit), December 31, 2017, as previously reported	\$ ( 1,654,987)
Postemployment Benefits Other Than Pensions	<u>208,856</u>
Total Net Position (deficit), December 31, 2017, as restated	<u>\$ ( 1,446,131)</u>

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Required Supplementary Information  
 Budgetary Comparison Schedule  
 General Fund  
 For the Year Ended December 31, 2018

	Budget Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Fines and forfeitures	\$ 1,494,000	\$ 1,594,033	\$ 1,567,699	\$ (26,334)
State and federal grants	621,030	625,000	622,891	(2,109)
Check collection fees	100,000	82,302	77,763	(4,539)
Miscellaneous			1,485	1,485
Interest income	350	112	140	28
Total revenues	2,215,380	2,301,447	2,269,978	(31,469)
Expenditures:				
General government:				
Current operating				
Judicial	2,146,054	2,152,616	2,052,583	100,033
Capital outlay	5,000	11,369	52,715	(41,346)
Total expenditures	2,151,054	2,163,985	2,105,298	58,687
Net change in fund balance	64,326	137,462	164,680	27,218
Fund balances at beginning of year		104,765	31,571	(73,194)
Fund balances at end of year	\$ 64,326	\$ 242,227	\$ 196,251	\$ (45,976)

See accompanying note to the required supplementary schedule.

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Required Supplementary Information  
 Budgetary Comparison Schedule  
 Truancy Fund  
 For the Year Ended December 31, 2018

	Budget Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
State and federal grants	\$ 494,031	\$ 458,987	\$ 500,448	\$ 41,461
Total revenues	<u>494,031</u>	<u>458,987</u>	<u>500,448</u>	<u>41,461</u>
Expenditures:				
General government:				
Current operating				
Truancy programs	494,031	458,987	447,063	11,924
Total expenditures	<u>494,031</u>	<u>458,987</u>	<u>447,063</u>	<u>11,924</u>
Net change in fund balance			53,385	53,385
Fund balances at beginning of year			<u>3,663</u>	<u>3,663</u>
Fund balances at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 57,048</u>	<u>\$ 57,048</u>

See accompanying note to the required supplementary schedule.

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Note to Required Supplementary Information  
 December 31, 2018

Budget comparison schedule included in the accompanying financial statements include the original adopted budgets and all subsequent amendments. Budgets are adopted on a cash basis. There was one budget amendment during 2018. The following schedule reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the statement of revenues, expenditures and changes in fund balance (budget basis) with amounts shown on the statement of revenues, expenditures and changes in fund balances (GAAP basis):

	<u>General Fund</u>	<u>Truancy Fund</u>
Excess (deficiency) of revenues over expenditures (budget basis)	\$ 164,680	\$ 53,385
Adjustments:		
Revenue accruals – net	22,873	( 94)
Expenditure accruals – net	<u>15,208</u>	<u>( 10,020)</u>
Excess (deficiency) of revenues over expenditures (GAAP basis)	<u>\$ 202,761</u>	<u>\$ 43,271</u>

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Schedule of Changes in Total OPEB Liability and Related Ratios  
 For the Year Ended December 31, 2018

<b>Total OPEB Liability</b>	
Service cost	\$ 59,027
Interest	47,189
Differences between expected and actual experience	(6,502)
Changes of assumptions	(159,146)
Benefit payments	<u>(11,777)</u>
<b>Net change in total OPEB liability</b>	<b>(71,209)</b>
<b>Total OPEB liability - beginning</b>	<u>1,377,658</u>
<b>Total OPEB liability - ending</b>	<u><u>\$ 1,306,449</u></u>
Covered-employee payroll	\$ 1,076,728
Total OPEB liability as a percentage of covered-employee payroll	121.34%

Notes to Schedule:

*Benefit Changes.* There were no changes of benefit terms for the year ended December 31, 2018.

*Changes of Assumptions.* The discount rate as of 12/31/2017 was 3.44% and it changed to 4.10% as of 12/31/18.

*No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.*

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Required Supplementary Information  
 Schedule of Contributions  
 For the Year Ended December 31, 2017

**District Attorneys' Retirement System**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 4,378	\$ -	\$ 11,243	\$ 32,883
Contributions in relation to the contractually required contribution	<u>4,378</u>	<u>-</u>	<u>11,243</u>	<u>32,883</u>
Contribution deficiency (excess)	-	-	-	-
Covered-employee payroll	\$ 697,547	\$ 696,755	\$ 662,920	\$ 625,772
Contributions as a percentage of covered-employee payroll	0.63%	0.00%	1.70%	5.25%

**Parochial Employees' Retirement System**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 92,318	\$ 96,610	\$ 93,680	\$ 115,290
Contributions in relation to the contractually required contribution	<u>92,318</u>	<u>96,610</u>	<u>93,680</u>	<u>115,290</u>
Contribution deficiency (excess)	-	-	-	-
Covered-employee payroll	\$ 802,765	\$ 772,877	\$ 720,625	\$ 795,107
Contributions as a percentage of covered-employee payroll	11.50%	12.50%	13.00%	14.50%

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

District Attorney of the Twenty-Sixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Required Supplementary Information  
 Schedule of Proportionate Share of Net Pension Liability  
 For the Year Ended December 31, 2017

**District Attorneys' Retirement System**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension liability	1.129750%	1.282306%	1.053690%	1.103191%
Proportionate share of the net pension liability	\$ 363,544	\$ 345,866	\$ 201,683	\$ 59,424
Covered-employee payroll	\$ 699,027	\$ 706,845	\$ 633,278	\$ 631,271
Proportionate share of the net pension liability as a percentage of covered employee payroll	52.01%	48.93%	31.85%	9.41%
Plan fiduciary net position as a percentage of the total pension liability	92.92%	93.57%	95.09%	98.56%

**Parochial Employees' Retirement System**

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension liability	0.124677%	0.001289%	0.001293%	0.001666%
Proportionate share of the net pension liability	\$ (92,542)	\$ 265,557	\$ 340,225	\$ 45,555
Covered-employee payroll	\$ 802,765	\$ 720,625	\$ 795,107	\$ 720,562
Proportionate share of the net pension liability as a percentage of covered employee payroll	-11.53%	36.85%	42.79%	6.32%
Plan fiduciary net position as a percentage of the total pension liability	101.98%	94.15%	92.23%	99.15%

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

District Attorney of the TwentySixth Judicial District  
 Parishes of Bossier and Webster, Louisiana  
 Other Supplementary Information  
 Schedule of Compensation, Benefits, and Other Payments to Agency Head  
 For The Year Ended December 31, 2018

**Agency Head: John Schyler Marvin - District Attorney**

**SECTION I**

**Paid by the District Attorney of the Twenty-Sixth Judicial District:**

<b>Purpose</b>		<b>Amount</b>
Salary	\$	51,756
Benefits - health insurance		20,306
Benefits - retirement		323
Travel - per diem		9,925

**SECTION II**

**Paid by the Webster Parish Police Jury:**

<b>Purpose</b>		<b>Amount</b>
Salary	\$	30,300
Benefits - retirement		189

**Paid by the State of Louisiana:**

<b>Purpose</b>		<b>Amount</b>
Salary	\$	50,000
Benefits - retirement		313

**Paid by Bossier Parish Police Jury:**

<b>Purpose</b>		<b>Amount</b>
Salary	\$	38,433
Benefits - retirement		241

# COOK & MOREHART

*Certified Public Accountants*

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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

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*

## Independent Auditor's Report

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the 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 Twenty-Sixth Judicial District, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District Attorney of the Twenty-Sixth Judicial District's basic financial statements, and have issued our report thereon dated June 28, 2019.

### Internal Control over Financial Reporting

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

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the 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.

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District Attorney of the Twenty-Sixth Judicial District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Cook & Morehart  
Certified Public Accountants  
June 28, 2019

District Attorney of the Twenty-Sixth Judicial District  
Parishes of Bossier and Webster, Louisiana  
Schedule of Audit Findings for Louisiana Legislative Auditor  
For the Year Ended December 31, 2018

**Summary Schedule of Prior Year Audit Findings**

There was one finding for the prior year audit for the year ended December 31, 2017.

<b>Reference No.:</b>	<b>2017-01</b>
Criteria:	Fiscal agency and cash management laws require that the amount of security, at financial institutions, shall at all times be equal to 100% of the collected funds on deposit.
Condition:	The District Attorney's bank account at one financial institution was not secured in accordance with state laws in the amount of \$18,346.
Effect:	The District Attorney was not in compliance with fiscal agency and cash management laws.
Recommendation:	We recommend that the District Attorney comply with fiscal agency and cash management laws.
Current Status:	Finding resolved. No finding in current year audit for the year ended December 31, 2018.

**Current Year Audit Findings**

There are no findings for the current year audit for the year ended December 31, 2018.

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

District Attorney of the Twenty-Sixth Judicial District Parishes  
of Bossier and Webster, Louisiana  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by District Attorney of the Twenty-Sixth Judicial District Parishes of Bossier and Webster (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 Year 2 (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. District Attorney of the Twenty-Sixth Judicial District Parishes of Bossier and Webster's (District Attorney) management 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***

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018, due to no exceptions being noted in prior year.

### ***Board (or Finance Committee, if applicable)***

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018, due to no exceptions being noted in prior year.

### ***Bank Reconciliations***

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 entity's main operating account. Select the entity'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 selected each account, and observe that:

Management provided the requested information, along with management's representation that the listing is complete.

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

*Exceptions:* For five (5) of the accounts tested, two (2) bank reconciliations were prepared more than two (2) months after statement closing date.

*Management's Response:* It is management's policy that all bank reconciliations be prepared monthly.

- b) Bank reconciliations include 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

Bank reconciliations selected included evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

- 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.

Management had documentation reflecting that it is researching items that have been outstanding for more than twelve (12) months.

### **Collections**

- 4. Obtain 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. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

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

Management provided the requested information, along with management's representation that the listing is complete.

- 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.

Each person responsible for collecting cash does not share cash drawers, was not responsible for posting collection entries to the general ledger or subsidiary ledgers; and was not responsible for reconciling cash collections to the general ledger and/or subsidiary ledger.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

Each employee responsible for collection cash are insured under the District Attorney's blanket insurance policy.

7. Randomly select 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 selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

For deposits selected for testing, receipts are sequentially pre-numbered by the software system.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

For the deposits selected for testing, receipts, system reports and other related documentation was traced to deposit slips.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

For the deposits selected for testing, the deposit slip total was traced to actual deposits on the bank statement.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

For the deposits selected for testing, the deposits were made within one business day of collection.

- e) Trace the actual deposit per the bank statement to the general ledger.

For the deposits selected for testing, the actual deposit per the bank statement was traced to the general ledger.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe 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.

The District Attorney's written policies and procedures and employee job duties provide for the segregation of duties as noted above, except as noted below.

*Exception:* The employee responsible for processing payments also adds vendors to the disbursement system.

*Management's Response:* It is the District Attorney's policy for all disbursements to be approved by management.

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Management provided the requested information, along with management's representation that the listing is complete. For the transactions selected for testing, the disbursements matched the related original invoices and included evidence of segregation of duties.

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

- 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.

Management provided the requested information, along with 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.

*Exception:* Monthly statements selected for testing were reviewed and approved in writing by someone other than the card holder except that one card holder is the District Attorney who also approves the monthly statements.

*Management's Response:* It is the District Attorney's policy for management to approve all purchases.

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

There were no finance charges or late fees on the statements selected for testing.

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).

Transactions selected for testing were supported by an original itemized receipt that identified precisely what was purchased, contained written documentation of the business purpose, and documentation of the individuals participating in meals, as applicable except as follows:

*Exception:* For the transactions tested, one item charged for \$10 did not have a receipt.

*Management's Response:* It is the District Attorney's policy for all purchases to have receipts or documentation to substantiate the purchase.

### ***Travel and Expense Reimbursement***

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018, due to no exceptions being noted in prior year.

### ***Contracts***

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:

Management provided the requested information, along with management's representation that the listing is complete.

- 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.

Contracts selected for testing were not required to be bid in accordance to the Louisiana Public Bid 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).

The contracts selected for testing were approved by the District Attorney.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

The contracts selected for testing were not amended.

- 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.

For the invoices selected for testing, invoices agreed to the contract terms, and the related payment agreed to the terms and conditions of the contract.

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

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018,

due to no exceptions being noted in prior year.

***Ethics (excluding nonprofits)***

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018, due to no exceptions being noted in prior year.

***Debt Service (excluding nonprofits)***

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018, due to no exceptions being noted in prior year.

***Other***

Testing not required for this area for the fiscal period January 1, 2018 through December 31, 2018, due to no exceptions being noted in prior year.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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



Cook & Morehart  
Certified Public Accountants  
June 28, 2019