

**DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana**

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana

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

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DISTRICT ATTORNEY OF THE
 SEVENTH JUDICIAL DISTRICT
 Parishes of Catahoula and Concordia, Louisiana
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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Auditor's Report

HONORABLE BRAD BURGET
DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

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

DISTRICT ATTORNEY OF THE SEVENTH
JUDICIAL DISTRICT
Vidalia, Louisiana
Independent Auditor's Report,
December 31, 2018

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedules and notes to required supplementary information, the Schedule of Employer's share of the Net Pension Liability, and the Schedule of Employer Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

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

This schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of compensation, benefits and other payments is fairly stated, in all material respects, in relation to the basic financial statements.

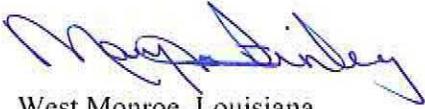
Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued a report dated June 24, 2019, on my consideration of the District Attorney of the Seventh Judicial District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Seventh Judicial District's internal control over financial reporting and compliance.

DISTRICT ATTORNEY OF THE SEVENTH
JUDICIAL DISTRICT
Vidalia, Louisiana
Independent Auditor's Report,
December 31, 2018

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated June 24, 2019, on the results of my statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



West Monroe, Louisiana
June 24, 2019

REQUIRED SUPPLEMENTARY INFORMATION
PART I

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana
Management's Discussion and Analysis
December 31, 2018

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

Overview of the Financial Statements

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

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

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

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

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District Attorney of the Seventh Judicial District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District Attorney of the Seventh Judicial District can be divided into two categories: governmental funds and fiduciary (agency) funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

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

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

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

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

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the District Attorney of the Seventh Judicial District exceeded liabilities by \$155,540. The District Attorney of the Seventh Judicial District's net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding is more than the total net position. These assets are not available for future spending.

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

STATEMENT OF NET POSITION
Governmental Funds

	<u>2018</u>	<u>2017</u>
ASSETS		
Cash and cash equivalents	\$161,910	\$293,921
Receivables	62,091	29,694
Net Pension asset	55,115	
Capital assets (net of accumulated depreciation)	<u>3,004</u>	<u>673</u>
TOTAL ASSETS	<u>282,120</u>	<u>324,288</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension related	<u>170,541</u>	<u>263,770</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$452,661</u>	<u>\$588,058</u>
LIABILITIES		
Accounts payable	\$27,511	\$17,085
Payroll withholdings payable	25,024	30,808
Net pension liability	<u>59,332</u>	<u>201,738</u>
TOTAL LIABILITIES	<u>111,867</u>	<u>249,631</u>
DEFERRED INFLOWS OF RESOURCES		
Pension related	185,254	83,408
NET POSITION		
Invested in capital assets, net of related debt	3,004	673
Unrestricted	<u>152,536</u>	<u>254,346</u>
TOTAL NET POSITION	<u>155,540</u>	<u>255,019</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$452,661</u>	<u>\$588,058</u>

STATEMENT OF ACTIVITIES

	<u>2018</u>	<u>2017</u>
Judicial:		
Personal services	\$976,491	\$964,767
Operating services	193,948	197,406
Materials and supplies	35,044	43,671
Travel	22,229	23,106
Intergovernmental	54,011	65,272
Depreciation expense	<u>1,670</u>	<u>20,506</u>
Total Program Expenses	<u>1,283,393</u>	<u>1,314,728</u>
Program revenues:		
Charges for services	586,328	725,012
Commissions on fines and forfeitures	14,118	16,568
Use of money - interest	375	363
Federal grants	207,893	192,869
State grants	305,000	302,500
State grants	<u>39,896</u>	<u>39,896</u>
Total program revenues	<u>1,153,610</u>	<u>1,277,208</u>
Net Program Expenses	<u>(129,783)</u>	<u>(37,520)</u>
General revenues - other revenues	<u>21,685</u>	<u>41,395</u>
Change in Net Position	(108,098)	3,875
Net Position - Beginning of year as restated	<u>263,638</u>	<u>251,144</u>
Net Position - End of year	<u>\$155,540</u>	<u>\$255,019</u>

Financial Analysis of the Government's Funds

As noted earlier, the District Attorney of the Seventh Judicial District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2018, combined governmental fund balance of \$171,466 showed a decrease of \$104,256 over December 31, 2017. The General Fund's portion of the unassigned fund balance of \$146,976 shows a decrease (of approximately \$112,979) from the prior year amount.

General Fund Budgetary Highlights

Differences between revenues of the original budget and the final budget were due primarily to a decrease in fees, charges and commissions for services and increases in operating transfers in. The major differences between expenditures in the original budget and the final budget were due to a decrease in operating services, materials and supplies, intergovernmental and capital outlay and an increase in personal services and operating transfers out.

Capital Asset and Debt Administration

Capital assets. The District Attorney of the Seventh Judicial District's investment in capital assets for its governmental activities as of December 31, 2018, amounts to \$3,004 (net of accumulated depreciation). This investment includes furniture and equipment. There were increases of \$4,001 and no decreases in capital assets for the year.

Long-term debt. The District Attorney of the Seventh Judicial District has debt outstanding at the end of the year of net pension liability in the amount of \$59,332 at December 31, 2018.

The District Attorney of the Seventh Judicial District contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the district attorney's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2018 is none. The retired District Attorney passed away in 2011, therefore per actuarial this is immaterial to the District Attorney's office.

Requests for Information

This financial report is designed to provide a general overview of the District Attorney of the Seventh Judicial District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District Attorney of the Seventh Judicial District, Courthouse Building, Vidalia, LA 71373.

BASIC FINANCIAL STATEMENTS

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

Governmental Activities
Statement of Net Position
December 31, 2018

Assets	
Cash and cash equivalents	\$161,910
Receivables	62,091
Net Pension asset	55,115
Capital assets (net)	<u>3,004</u>
Total Assets	<u>282,120</u>
Deferred Outflow of Resources	
Pension related	<u>170,541</u>
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u><u>\$452,661</u></u>
Liabilities	
Accounts payable	\$27,511
Payroll withholding payable	25,024
Net pension liability	<u>59,332</u>
Total Liabilities	<u>111,867</u>
Deferred Inflows of Resources	
Pension related	185,254
Net Position	
Invested in capital assets, net of related debt	3,004
Unrestricted	<u>152,536</u>
Total Net Position	<u>155,540</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$452,661</u></u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

STATEMENT OF ACTIVITIES
December 31, 2018

EXPENSES

Judicial:

Personal service	\$976,491
Operating services	193,948
Materials and supplies	35,044
Travel	22,229
Intergovernmental	54,011
Depreciation expense	<u>1,670</u>
Total Program Expenses	<u>1,283,393</u>

REVENUES

Program revenues:

Charges for services	586,328
Commissions on fines and forfeitures	14,118
Use of money - interest	375
Federal grants	207,893
State grants	305,000
Local funds	<u>39,896</u>
Total program revenues	<u>1,153,610</u>
Net Program Expenses	(129,783)

General revenues:

Other revenues	<u>21,685</u>
Change in Net Position	(108,098)
Net Position - Beginning of year as restated	<u>263,638</u>
Net Position - End of year	<u>\$155,540</u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana
GOVERNMENTAL FUNDS

Combined Balance Sheet, December 31, 2018

	...MAJOR FUNDS...		
	GENERAL	IV-D SPECIAL REVENUE	
	FUND	FUND	TOTAL
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$161,614	\$296	\$161,910
Receivables	32,731	29,360	62,091
Due from other funds		1,629	1,629
		<u> </u>	<u> </u>
TOTAL ASSETS	\$194,345	\$31,285	\$225,630
	<u> </u>	<u> </u>	<u> </u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Accounts payable	\$26,891	\$620	\$27,511
Payroll deductions payable	18,849	6,175	25,024
Due to other funds	1,629		1,629
Total Liabilities	<u>47,369</u>	<u>6,795</u>	<u>54,164</u>
Fund Equity - fund balance (deficit):			
Restricted - other general government		24,490	24,490
Unassigned	<u>146,976</u>		<u>146,976</u>
Total Fund Equity	<u>146,976</u>	<u>24,490</u>	<u>171,466</u>
		<u> </u>	<u> </u>
TOTAL LIABILITIES AND FUND EQUITY	\$194,345	\$31,285	\$225,630
	<u> </u>	<u> </u>	<u> </u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

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

For the Year Ended December 31, 2018

Total Fund Balances at December 31, 2018 - Governmental Funds (Statement C)		<u>\$171,466</u>
Deferred outflows of resources		170,541
Net Pension Asset		55,115
Cost of capital assets at December 31, 2018	\$232,830	
Less: Accumulated depreciation as of December 31, 2018	<u>(229,826)</u>	3,004
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(59,332)
Deferred inflows of resources		<u>(185,254)</u>
Net Position at December 31, 2018 (Statement A)		<u><u>\$155,540</u></u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

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

Major Funds....		
	<u>General</u>	<u>IV-D</u>	<u>Total</u>
REVENUES			
Intergovernmental revenues:			
Federal grants		\$207,893	\$207,893
State grants	\$305,000		305,000
Local funds	39,896		39,896
Fees, charges, and commissions for services	575,328	11,000	586,328
Commissions on fines and forfeitures	14,118		14,118
Use of money - interest	375		375
Other revenues	51		51
Total revenues	<u>934,768</u>	<u>218,893</u>	<u>1,153,661</u>
EXPENDITURES			
Current:			
Judicial:			
Personal services and related benefits	691,146	257,538	948,684
Operating services	186,530	7,418	193,948
Materials and supplies	20,154	14,890	35,044
Travel and other charges	21,256	973	22,229
Capital outlay		4,001	4,001
Intergovernmental	54,011		54,011
Total expenditures	<u>973,097</u>	<u>284,820</u>	<u>1,257,917</u>
Excess (Deficiency) of revenues over expenditures	<u>(38,329)</u>	<u>(65,927)</u>	<u>(104,256)</u>
Other Financing Sources (Use)			
Transfer in	20,000	94,650	114,650
Transfer out	<u>(94,650)</u>	<u>(20,000)</u>	<u>(114,650)</u>
Total Other Financing Sources (Use)	<u>(74,650)</u>	<u>74,650</u>	<u>NONE</u>
Excess (Deficiency) of revenues and other sources over expenditures and other use	<u>(112,979)</u>	<u>8,723</u>	<u>(104,256)</u>
FUND BALANCES - BEGINNING	<u>259,955</u>	<u>15,767</u>	<u>275,722</u>
FUND BALANCES - ENDING	<u>\$146,976</u>	<u>\$24,490</u>	<u>\$171,466</u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula
and Concordia, Louisiana

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

For the Year Ended December 31, 2018

Total net change in fund balances - governmental funds (Statement D)	(\$104,256)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	2,331
Non-employer contributions to cost-sharing pension plan	21,634
Pension expense	<u>(27,807)</u>
Change in net position of governmental activities (Statement B)	<u><u>(\$108,098)</u></u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

Statement of Fiduciary Net Assets - Agency Fund

December 31, 2018

	<u>WORTHLESS CHECK FUND</u>
ASSETS	
Cash and cash equivalents	<u>\$20,229</u>
LIABILITIES	
Deposits due others	<u>\$20,229</u>

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The accompanying financial statements of the District Attorney of the Seventh Judicial District have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis -for State and Local Governments*, issued in June 1999.

A. REPORTING ENTITY

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

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

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the district attorney to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the district attorney.

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT

Parishes of Catahoula and Concordia, Louisiana
Notes to the Financial Statements (Continued)

2. Organizations for which the district attorney does not appoint a voting majority but are fiscally dependent on the district attorney.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the district attorney's office is located and provides partial funding for equipment, furniture and supplies of the district attorney's office, the district attorney was determined to be a component unit of the Concordia 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 Concordia Parish financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

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

The district attorney reports the following major governmental funds:

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

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

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT

Parishes of Catahoula and Concordia, Louisiana
Notes to the Financial Statements (Continued)

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

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

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

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

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

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

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

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

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SEVENTH JUDICIAL DISTRICT

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Notes to the Financial Statements (Continued)

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

Governmental Fund Type

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

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

Special Revenue Funds

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

Fiduciary Fund Type - Agency Fund

The agency worthless check fund is used as a depository for partial payments on the collection of worthless checks. Disbursements are made to merchants and to the sheriff's office when full amount is collected. The agency fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. The Special Asset Forfeiture Agency Fund accounts for all transactions involving money seized during controlled substance cases, sale of property seized during controlled substance cases and later declared forfeited by the courts, and the distribution of the above funds in accordance with Louisiana Revised Statute 40:2616. The fund was created by the Seizure and Controlled Dangerous Substance Property Forfeiture Act of 1989 and became effective January 1, 1990.

D. BASIS OF ACCOUNTING

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

1. Accrual:

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

2. Modified Accrual:

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

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The district attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

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 Notes to the Financial Statements (Continued)

Revenues

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

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

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

Expenditures

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

E. CAPITAL ASSETS

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

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

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

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Notes to the Financial Statements (Continued)

F. VACATION AND SICK LEAVE

Employees of the district attorney's office receive from 5 to 15 days of non-cumulative vacation leave each year, depending on their length of service. Each employee is allowed 10 days of sick leave each calendar year. There is no limit on the amount of sick leave that an employee can accumulate. However, at retirement or termination, the employee forfeits all unused sick leave.

G. RISK MANAGEMENT

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

H. CASH AND CASH EQUIVALENTS

Under state law, the district attorney may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The district attorney may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2018, the district attorney has cash and cash equivalents (book balances) totaling \$182,139.

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

DISTRICT ATTORNEY OF THE
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 Notes to the Financial Statements (Continued)

securities held by a third party shall be deemed to be held in the District Attorney's name. The District Attorney does not have a policy concerning custodial risk.

Cash and cash equivalents (bank balances) at December 31, 2018, are secured as follows:

Bank balances	<u>\$227,735</u>
Federal deposit insurance	\$227,735
Pledged securities (uncollateralized)	<u>201,890</u>
Total	<u>\$429,625</u>

I. PENSION PLANS

The District Attorney's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 4. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

J. EQUITY CLASSIFICATIONS

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

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Notes to the Financial Statements (Continued)

- c. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

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

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

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

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

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

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

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

The General Fund has an unassigned fund balance of \$146,976. If applicable, the District Attorney would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

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Notes to the Financial Statements (Continued)

K. ESTIMATES

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

M. RESTATEMENT OF FUND BALANCE

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

Errors were made during the GASB 68 calculation in the prior year. The net effect of the restatement to correct this error will be to increase net position of the District Attorney by \$8,619.

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

Total Net Position, December 31, 2017, as previously stated	\$255,019
Net Change in OPEB & Net Pension Liability at December 31, 2018	<u>8,619</u>
Total Net Position, December 31, 2018, Restated	<u><u>\$263,638</u></u>

2. RECEIVABLES

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

	General Fund	Title IV-D Special Revenue Fund	Total
Intergovernmental revenues:			
Federal-Department of Health and Human Services		\$29,360	\$29,360
Fees, charges and commissions, etc.	<u>\$32,731</u>		<u>32,731</u>
Total	<u><u>\$32,731</u></u>	<u><u>\$29,360</u></u>	<u><u>\$62,091</u></u>

DISTRICT ATTORNEY OF THE
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Notes to the Financial Statements (Continued)

3. CHANGES IN CAPITAL ASSETS

A summary of changes in office equipment follows:

Balance, January 1, 2018	\$228,829
Additions	4,001
Deletions	<u>NONE</u>
Balance at December 31, 2018	<u>232,830</u>
Less accumulated depreciation	<u>(229,826)</u>
Net capital assets	<u><u>\$3,004</u></u>

4. RETIREMENT SYSTEMS

Parochial Employees' Retirement System of Louisiana (System)

Plan Description

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

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

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

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

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

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Notes to the Financial Statements (Continued)

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

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

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

For the year ended December 31, 2018, the District Attorney of the Seventh Judicial District's total payroll for all employees was \$998,817. Total covered payroll was \$457,164. Covered payroll refers to all compensation paid by the District Attorney of the Seventh Judicial District to active employees covered by the Plan.

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

Contributions

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

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the District Attorney of the Seventh Judicial District to the System monthly. The District Attorney of the Seventh Judicial District's contributions to the System under Plan A for the year ending December 31, 2018 were \$52,574.

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

At December 31, 2018, the Employer reported an asset of \$55,115 for its proportionate share of the Net Pension Liability (Asset). The Net Pension (Asset) was measured as of December 31, 2017 and the total pension asset used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The District Attorney of the Seventh Judicial District's proportion of the Net Pension Asset was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the District Attorney's proportion was 0.07425%, which was an increase of 0.0001 from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018 the District Attorney of the Seventh Judicial District recognized pension expense of \$12,354 and reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		\$35,677
Changes in assumptions	\$69,563	
Net difference between projected and actual earnings on pension plan		127,331
Changes in employer's proportion of beginning NPL		952
Differences between employer and proportionate share of contributions		3,668
Contributions subsequent to the measurement date	52,574	
Total	\$122,137	\$167,628

The \$52,574 reported as deferred outflows of resources related to pensions resulting from the District Attorney of the Seventh Judicial District contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

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Notes to the Financial Statements (Continued)

Year ended December 31,	
2018	\$4,065
2019	(8,767)
2020	(42,896)
2021	(50,467)
TOTAL	(98,065)

Actuarial Assumptions

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

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75%, per annum
Salary increases	5.25% (2.75% merit, 2.5% inflation)
Inflation rate	2.5%, per annum
Mortality rates	RP-2000 Employees Sex Distinct Table for Employees RP-2000 Healthy Annuitant Sex Distinct Table annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

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Notes to the Financial Statements (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 ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2017 are summarized in the following table:

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

Discount Rate

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

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 Notes to the Financial Statements (Continued)

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

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

	1.0% Decrease (5.75%)	Current Discount Rate (6.75%)	1.0% Increase (7.75%)
Employer's proportionate share of net pension liability (Asset)	\$271,736	(\$55,115)	(\$346,154)

Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Audit Report at www.persla.org.

District Attorney's Retirement System of Louisiana (System)

Plan Description

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

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

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

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Notes to the Financial Statements (Continued)

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

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

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

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

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

For the year ended December 31, 2018, the District Attorney of the Seventh Judicial District's total payroll for all employees was \$991,817. Total covered payroll was \$104,867. Covered payroll refers to all compensation paid by the District Attorney of the Seventh Judicial District to active employees covered by the Plan.

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

Contributions

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

Members are required by state statute to contribute 8.00% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the District Attorney of the Seventh Judicial District to the System monthly. The District Attorney of the Seventh Judicial District's contributions to the System for the year ending December 31, 2018 were \$1,080.

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Notes to the Financial Statements (Continued)

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

At December 31, 2018, the Employer reported a liability of \$59,332 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The District Attorney of the Seventh Judicial District's proportion of the Net Pension Liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the District Attorney's proportion was 0.184%, which was a decrease of 0.0043% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the District Attorney of the Seventh Judicial District recognized pension expense of \$20,283 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$(4,830). Total pension expense for the District Attorney of the Seventh Judicial District for the year ended December 31, 2018 was \$15,453.

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$319	\$8,619
Changes in assumptions	35,989	3,913
Net difference between projected and actual earnings on pension plan	4,968	
Changes in employer's proportion of beginning NPL	5,814	5,094
Difference between employer and proportionate share of contributions	234	
Employer contributions subsequent to the measurement date	1,080	
Total	\$48,404	\$17,626

The \$1,080 reported as deferred outflows of resources related to pensions resulting from the District Attorney of the Seventh Judicial District contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2018. Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2019	8,075
2020	7,311
2021	2,951

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana
Notes to the Financial Statements (Continued)

2022	3,871
2023	7,490
TOTAL	29,698

Actuarial Assumptions

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

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry age normal costs
Actuarial Assumptions:	
Investment Rate of Return	6.50%, per annum
Salary increases	5.50% (2.4% inflation, 3.1% merit)
Mortality rates	RP 2000 Combined Healthy with White Collar Adjustment Sex Distinct Table(set back 1 year for females) RP 2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females
Expected remaining service lives	6 years
Cost of Living Adjustments	Only those previously granted

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

Asset Class	Long-Term Target Asset Allocation	Expected Portfolio Real Rate of Return
Equities	61.72%	10.82%
Fixed income	28.95%	6.36%
Alternatives	8.85%	10.50%

DISTRICT ATTORNEY OF THE
 SEVENTH JUDICIAL DISTRICT
 Parishes of Catahoula and Concordia, Louisiana
 Notes to the Financial Statements (Continued)

Cash	.48%	.50%
Totals	100%	
Inflation		2.50%
Expected arithmetic nominal return	9.45%	

Discount Rate

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

Sensitivity of the District Attorney of the Seventh Judicial District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

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

	1.0% Decrease (5.50%)	Current Discount Rate (6.50%)	1.0% Increase (7.50%)
Employer’s proportionate share of net pension liability	\$159,748	\$59,332	(\$26,095)

Plan Fiduciary Net Position

Detailed information about the System’s fiduciary net position is available in the separately issued District Attorneys’ Retirement System of Louisiana Audit Report at www.ladars.org.

5. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

The postemployment benefits other than pensions was determined to be immaterial to the financial statements of the District Attorney’s office. The requirements are 25 years of service and age 55. The current District Attorney is several years away from this requirement.

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana
Notes to the Financial Statements (Continued)

6. CHANGES IN AGENCY FUND BALANCES

A summary of changes in unsettled deposits due to others for the year ended December 31, 2018, follows:

Balance, January 1, 2018	\$22,503
Additions	93,571
Reductions	<u>(95,845)</u>
Balance, December 31, 2018	<u>\$20,229</u>

7. LITIGATION AND CLAIMS

At December 31, 2018, the district attorney is not involved in any lawsuits.

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

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

9. FEDERAL FINANCIAL ASSISTANCE

For the year ended December 31, 2018, the district attorney participated in the following federal financial assistance programs:

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR NAME/ PROGRAM TITLE	PASS-THROUGH GRANTOR'S NUMBER	CFDA NUMBER	EXPENDITURES
UNITED STATES DEPARTMENT HEALTH AND HUMAN SERVICES Passed through Louisiana Department of Social Services - Child Enforcement Title IV-D	509089	13.783	<u>\$207,893</u>

Required Supplemental Information (Part II)

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

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

	<u>Budgeted Amounts</u>			Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues				
Intergovernmental revenues:				
State grants	\$305,000	\$305,000	\$305,000	
Local funds	39,896	39,896	39,896	
Fees, charges and commissions for services	740,000	555,000	575,328	\$20,328
Commissions on fines and forfeitures	40,000	40,000	14,118	(25,882)
Use of money - interest			375	375
Other revenues			51	51
Total revenues	<u>1,124,896</u>	<u>939,896</u>	<u>934,768</u>	<u>(5,128)</u>
Expenditures				
Current:				
Judicial:				
Personal services and related benefits	685,396	689,596	691,146	(1,550)
Operating services	207,000	158,500	186,530	(28,030)
Materials and supplies	20,000	12,000	20,154	(8,154)
Travel and other charges	22,000	22,000	21,256	744
Intergovernmental	70,000	65,000	54,011	10,989
Capital outlay	5,000	1,000		1,000
Total expenditures	<u>1,009,396</u>	<u>948,096</u>	<u>973,097</u>	<u>(25,001)</u>
Excess (Deficiency) of Revenues over Expenditures	<u>115,500</u>	<u>(8,200)</u>	<u>(38,329)</u>	<u>(30,129)</u>
Other Financing Source (Use)				
Transfer in	5,000	18,000	20,000	2,000
Transfer out		(75,000)	(94,650)	(19,650)
Total Other Financing Source (Use)	<u>5,000</u>	<u>(57,000)</u>	<u>(74,650)</u>	<u>(17,650)</u>
Excess (Deficiency) of Revenues and Other Source over Expenditures and Other Use	<u>120,500</u>	<u>(65,200)</u>	<u>(112,979)</u>	<u>(47,779)</u>
Fund Balance - Beginning	<u>NONE</u>	<u>70,000</u>	<u>259,955</u>	<u>189,955</u>
Fund Balance - Ending	<u>\$120,500</u>	<u>\$4,800</u>	<u>\$146,976</u>	<u>\$142,176</u>

(Continued)

Schedule 1

DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and
Concordia, Louisiana

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

	Budget	Actual	Variance With Final Budget Positive (Negative)
Revenues			
Intergovernmental revenues - Federal	\$207,893	\$207,893	
Other revenues	11,000	11,000	
Total revenues	<u>218,893</u>	<u>218,893</u>	NONE
Expenditures			
Current:			
Judicial:			
Personal services and related benefits	257,538	257,538	
Operating services	7,418	7,418	
Materials and supplies	14,890	14,890	
Travel and other charges	973	973	
Capital outlay	4,001	4,001	
Total expenditures	<u>284,820</u>	<u>284,820</u>	NONE
Excess (Deficiency) of Revenues over Expenditures	<u>(65,927)</u>	<u>(65,927)</u>	
Other Financing Source (Use)			
Transfer in	94,650	94,650	
Transfer out	<u>(20,000)</u>	<u>(20,000)</u>	
Excess of Revenues and other Source over Expenditures and other Use	<u>8,723</u>	<u>8,723</u>	
Fund Balance - Beginning	<u>15,767</u>	<u>15,767</u>	NONE
Fund Balance - Ending	<u>\$24,490</u>	<u>\$24,490</u>	NONE

(Concluded)

**District Attorney for the Seventh Judicial District
Parishes of Catahoula and Concordia, Louisiana**

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

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

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

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

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.084836%	\$23,195	\$480,073	4.83%	99.15%
2016	0.093618%	\$246,430	\$441,072	55.87%	92.23%
2017	0.074372%	\$153,170	\$457,046	33.51%	94.15%
2018	0.074254%	(\$55,115)	\$457,164	(12.06%)	101.98%

* - Amounts presented were determined as of the measurement date (previous fiscal year end).

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

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

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.122156%	\$6,580	\$75,854	8.67%	98.56%
2016	0.123135%	\$23,569	\$76,004	31.01%	95.09%
2017	0.180067%	\$48,568	\$103,511	46.92%	93.57%
2018	0.184380%	\$59,332	\$163,471	36.30%	92.92%

* - Amounts presented were determined as of the measurement date (previous fiscal year end.)

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

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

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$76,812	\$76,812	\$0	\$480,073	16.00%
2016	\$57,339	\$57,339	\$0	\$441,072	13.00%
2017	\$57,131	\$57,131	\$0	\$457,046	12.50%
2018	\$52,574	\$52,574	\$0	\$457,164	11.50%

* - Amounts presented were determined as of the end of the fiscal year.

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

**District Attorney of the
Seventh Judicial District
District Attorney's Retirement System of Louisiana
Schedule of Employer Contributions
December 31, 2018**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$5,310	\$5,310	\$0	\$75,854	7.00%
2016	\$2,661	\$2,661	\$0	\$76,004	3.50%
2017	\$0	\$0	\$0	\$103,511	0.00%
2018	\$0	\$0	\$0	\$163,471	0.00%

* - Amounts presented were determined as of the end of the fiscal year.

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

OTHER SUPPLEMENTARY INFORMATION

PART III

DISTRICT ATTORNEY FOR THE SEVENTH JUDICIAL DISTRICT
VIDALIA, LOUISIANASchedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2018

BRADLEY BURGET, DISTRICT ATTORNEY

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary (District Attorney)	\$81,148
Salary (State)	50,000
Salary (Police Juries)	39,896
Benefits-retirement	14,906
Benefits-insurance	22,118
Benefits-medicare	2,479
Registration fees	1,080
Meals	910
Travel - housing and lodging	3,947
Travel advance	283

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

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

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

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

MARY JO FINLEY, CPA, INC.
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116 Professional Drive - West Monroe, LA 71291
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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

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

HONORABLE BRAD BURGET
DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major funds and the fiduciary fund of the District Attorney of the Seventh Judicial District, a component unit of the Concordia and Catahoula Parish Police Juries, 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 Seventh Judicial District's basic financial statements, and have issued my report thereon dated June 24, 2019.

Internal Control Over Financial Reporting

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

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

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

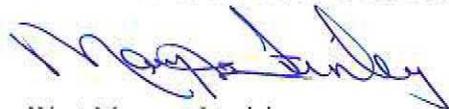
DISTRICT ATTORNEY OF THE
SEVENTH JUDICIAL DISTRICT
Parishes of Concordia and Catahoula, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
December 31, 2018

Compliance and Other Matters

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

Purpose of this Report

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



West Monroe, Louisiana
June 24, 2019

DISTRICT ATTORNEY OF THE SEVENTH
JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana

Schedule of Findings and Responses
For the Year Ended December 31, 2018

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the general purpose financial statements of District Attorney of the Seventh Judicial District.
2. No instances of noncompliance material to the financial statements of District Attorney of the Seventh Judicial District were disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

**DISTRICT ATTORNEY OF THE SEVENTH
JUDICIAL DISTRICT
Parishes of Catahoula and Concordia, Louisiana**

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

There were no findings reported in the audit report for the year ended December 31, 2017.

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Independent Accountant's Report on Applying Agreed-Upon Procedures

District Attorney of the Seventh Judicial District
Courthouse Building
Vidalia, LA 71373

To the District Attorney of the Seventh Judicial District

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

AGREED-UPON PROCEDURES

WRITTEN POLICIES AND PROCEDURES

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - A. Budgeting, including preparing, adopting, monitoring, and amending the budget.
 - B. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - C. Disbursements, including processing, reviewing, and approving

- D. Receipts, including receiving, recording, and preparing deposits
- E. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- F. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- G. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage.
- H. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- I. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- J. Debt Service, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Written policies and procedures were obtained and address the function noted above.

BOARD (OR FINANCE COMMITTEE, IF APPLICABLE)

- 2. The District Attorney of the Seventh Judicial District does not have a board or a finance committee therefore this procedure is not applicable.

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:
 - 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);
 - 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);

- 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.

The agency provided me with a certified list of all bank accounts. October, 2018 was randomly selected to be tested. For the 5 bank accounts selected for testing it was determined that the bank reconciliations were performed by an outside consultant and reviewed by the District Attorney. There was evidence that the reconciliations are performed within 60 days of the bank statement date. 2 of the 5 accounts selected to test had outstanding reconciling items over 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).

Agency provided me with a certified list of deposit sites and I verified that it was 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:

- 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.

The agency has 4 collection locations with no cash drawers, they do not accept cash. In the DA's office in Vidalia, the receptionist receives the check payments and makes the appropriate entries in the court system and then gives them to the accounting department, who makes daily deposits and posts the receipts to the accounting software. At the end of the month, an outside consultant reconciles the bank accounts for the DA expense fund and IVD fund. At the DA's office in Harrisonburg, monies are handled in the same manner, but deposits are made on a weekly basis. All posting to the accounting software is done at the

DA office in Vidalia. There are 2 worthless check locations. Money is collected at both locations and deposits are made weekly. The accounting for these are kept at each location. The Clerks in each location prepare the bank reconciliations and these are reviewed by the supervisor.

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

The District Attorney's office does not have employee theft insurance on the employees.

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). *Alternately, the practitioner may use a source document other than bank statement when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- A) Observe that receipts are sequentially pre-numbered.
- B) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip,
- C) Trace the deposit slip total to the actual deposit per 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).
- E) Trace the actual deposit per the bank statement to the general ledger.

The District Attorney does not use pre-numbered receipts. Deposit documentation was traced to the supporting documentation for the deposits. The deposit slips selected were traced to the bank statement. The deposits were traced to the posting in the Quickbooks accounting software. Deposits from DA office in Vidalia are made daily. DA office in Harrisonburg monies are made weekly. Money from worthless check locations are made weekly.

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).

Agency provided a complete list of locations that process payments and represented that the list was 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 initialing 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 does not use a purchase order system or purchase requisitions. The employees initiate all purchases and the District Attorney approve all purchases. The outside consultant adds all new vendors upon approval by the District Attorney. The District Attorney reviews and approves all invoices before checks are written. The accounting clerk initiates all checks and the District Attorney signs all checks. The accounting clerk mails all check payments.

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.

All disbursements selected to be tested had the proper support documentation. The accounting clerk and the District Attorney review and approve all invoices before checks are written. The accounting clerk initiates the disbursement checks and the District Attorney signs all checks. An outside consultant reconciles all bank statements and the District Attorney reviews the reconciliations.

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.

The agency provided me with a certified list of all active credit cards, fuel cards, etc.

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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.])
- B) Observe that finance charges and late fees were not assessed on the selected statements.

The accounting clerk attaches support for charges to the credit card statements. The District Attorney reviews and approves all credit card statements. The accounting clerk initiates the checks and the District Attorney signs all checks. For the cards tested, there were no interest charges on the credit card statement.

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).

All transactions tested had the proper documentation. The District Attorney and assigned employees are the card holders and initiate all purchases. The accounting clerk and District Attorney review and approve all purchases. No meal charges were noted during test period.

TRAVEL AND EXPENSE REIMBURSEMENT

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement form/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

The agency provided me with a certified list of travel or related expense reimbursements during the testing period and represented that the list was complete.

- A) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

- B) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- C) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- D) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

The agency is using the established rate and that is being paid to the employees. Amounts tested for reimbursement at per diem rates had the proper documentation. It was noted the expenditures were for business purposes. All reimbursements were supported by proper documentation. No meal charges were tested. The accounting clerk and District Attorney review and approve all travel reimbursements.

CONTRACTS

- 15. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

PAYROLL AND PERSONNEL

- 16. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 17. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 18. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 19. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

ETHICS (EXCLUDING NONPROFITS)

- 20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and:
 - A) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

B) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

The agency provided support for ethics training for the 5 employees randomly selected. The agency had written documentation to show that the employees have read the agency policy concerning the ethics policy.

DEBT SERVICE

21. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
22. The District Attorney of the Seventh Judicial District had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

OTHER

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

The District Attorney's office has no known misappropriation of funds during the test period.

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

I observed the fraud hotline notice posted on the premises and a link to the notice was posted on the website.

I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my 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.



Mary Jo Finley, CPA
June 24, 2019

Office of the District Attorney

7th Judicial District

Catahoula and Concordia Parishes

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Bradley R. Burget
District Attorney

June 24, 2019

Louisiana Legislative Auditor
P. O. Box 94397
Baton Rouge, LA 70804-9397

RE: 2018 Application of Agreed-Upon Procedures

Dear Sir:

We respond to the application of the AUPs as follows, to-wit:

- 3.C. We are in the process of cleaning up the bank accounts. We are researching the accounts and will reconcile the outstanding items as soon as possible.
- 5.D. Deposits for the Catahoula Parish District Attorney's Office will be made on a *weekly basis* as the bank in which the deposits are made is located in Concordia Parish. Deposits for the Worthless Checks Department (Catahoula and Concordia) are made in a feasible manner as collections are limited.
6. The District Attorney's Office does not carry coverage for employee theft, but will research options to insure or obtain surety bond coverage for all employees that deposit funds.
- 7.E. Deposits for the Catahoula Parish District Attorney's Office will be made on a *weekly basis* as the bank in which the deposits are made is located in Concordia Parish. Deposits for the Worthless Checks Department (Catahoula and Concordia) are made in a feasible manner as collections are limited.

Should you have any questions, please do not hesitate to call me.

Sincerely,


Bradley R. Burget
District Attorney
BRB/lc