

**DISTRICT ATTORNEY OF THE
TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

ANNUAL FINANCIAL REPORT

***For the Year Ended
December 31, 2017***

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
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DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

Our discussion and analysis of District Attorney of the Twenty-Ninth Judicial District's (District Attorney) financial performance provides an overview of the financial activities for the fiscal year ended December 31, 2017. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- Net Position of the governmental activities increased by \$476,865 or approximately 35%.
- During the year, expenses of \$3.8 million were almost \$464,000 less than the \$4.2 million generated in fees and other revenues for judicial programs and operations of the office.
- The governmental funds reported total ending fund balances of \$1,7 million. Fund balance for governmental activities increased by \$498,000 from the prior year balance of \$1,2 million.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (GWFS) - The Statement of Net Position and the Statement of Activities provide information about the financial activities as a whole and present a longer-term view of the finances. Fund Financial Statements (FFS) – The Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances 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 Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report, located immediately following this MD&A, 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 GWFS are designed to be like those of private sector businesses in that all governmental activities are consolidated into columns that add to a total for the primary government. The statements combine all governmental funds current financial resources with capital assets and long-term obligations. The Statement of Net Position presents information on all assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

difference between them reported as net position. Over time, changes in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information on how the net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows only in future fiscal period. For example, earned but unused vacation leave results in cash flows for future periods. The focus of the Statement of Activities is on both the gross and net cost of various activities that are funded by general tax and other revenues. This is intended to summarize information and simplify the analysis of the cost of various governmental services.

The governmental activities reflect the basic judicial services. These services are financed primarily with fines and fees collected and grants from other governments.

Fund Financial Statements

The Fund Financial Statements provide detailed information about the most significant funds not as a whole. Some funds are required to be established by State laws. Other funds are established to help control and manage money for particular purposes (such as the Worthless Check Collection Fund) or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money (such as the Court Cost, Child Support, and Misdemeanor Probation Funds).

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

The District Attorney is the trustee, or fiduciary, for funds confiscated for asset forfeitures under state law. These fiduciary activities are reported in a separate Statement of Fiduciary Net Assets. We exclude these activities from the other financial statements because these funds cannot be used to finance operations. The District Attorney is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY AS A WHOLE (GWFS)

All of the judicial services are reported as governmental activities. Fines and fees charged to the public finance most of these activities. The following is a Condensed Statement of Net Position:

	2017	2016	Dollar Change
Current and Other Assets	\$ 1,873,233	\$ 1,557,307	\$ 315,926
Capital Assets	56,580	85,586	(29,006)
Total Assets	1,929,813	1,642,893	286,920
DEFERRED OUTFLOWS OF RESOURCES	1,286,633	1,323,775	(37,142)
Current Liabilities	165,775	347,514	(181,739)
Long Term Liabilities	986,824	1,015,311	(28,487)
Total Liabilities	1,152,599	2,686,600	(210,226)
DEFERRED INFLOWS OF RESOURCES	230,827	247,692	(16,865)
Net Investment in Capital Assets	56,580	85,586	(29,006)
Unrestricted	1,776,440	1,270,569	505,871
Total Net Position	\$ 1,833,020	\$ 1,356,155	\$ 476,865

The net position increased by \$476,865 as a result of this year's operations. The overall financial position increased during the year. Unrestricted net position is the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements increased due to results of operations. The balance in net position represents the accumulated results of all past years' operations.

The following table is a Condensed Summary of the Statement of Activities:

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

	2017	2016	Dollar Change
Total program expenses	\$(3,753,042)	\$ (4,253,495)	\$ (500,453)
Total program revenues	<u>4,216,798</u>	<u>3,630,561</u>	<u>586,237</u>
Net program income	463,756	(622,934)	1,086,690
General revenues	<u>13,109</u>	<u>14,258</u>	<u>(1,149)</u>
Change in Net Assets	476,865	(608,676)	1,085,541
Net Assets:			
Beginning of the year	<u>1,356,155</u>	<u>1,964,831</u>	<u>(608,676)</u>
End of the year	<u>\$ 1,833,020</u>	<u>\$ 1,356,155</u>	<u>\$ 476,865</u>

The total revenues for the year in governmental activities were \$4,229,907 (\$4,216,798 in program revenues and \$13,109 in general revenues). The total cost of all programs and services was \$3,753,042 which was an decrease of \$500,453 from the prior year. Total revenues increased by \$585,088.

FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY'S FUNDS (FFS)

The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the financing requirement. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending.

The governmental funds reported a combined fund balance of \$1,707,458. This reflects an increase of \$497,663 from the prior year.

The General Fund, the main operating fund, ended the year with an unassigned fund balance of \$104,769. Revenues increased from the prior year by approximately 30% to \$208,414. Current expenditures increased slightly by 5% and the amount expended on capital outlay was \$4,840.

The Court Cost Fund, which collects fines and fees from court cost according to LRS 16:16, ended the year with a restricted fund balance of \$366,219. Revenues increased from the prior year by approximately 24% to \$498,982. Current expenditures significantly decreased by 36% to \$453,364.

The Child Support Fund receives funds as a sub-grantee from the State of Louisiana, Department of Social Services; Office of Family Support. Revenues received from the State were \$299,254 and interest earned of \$104. Expenditures for the program totaled \$304,479,

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

resulted in an ending fund balance of \$235,128– all considered restricted for the Child Support (IV-D) program.

The Probation Fund, which accounts for fees collected for misdemeanor probation and pre-trial intervention, ended the year with an assigned fund balance of \$402,522. Revenues decreased from the prior year by approximately 8% to \$235,135. Current expenditures decreased by 44% to \$184,708.

The PTI Traffic Diversion Fund, which accounts for fees collected for traffic tickets that the District Attorney's Office feels, would be better served out of the court system, ended the year with an assigned fund balance of \$421,945. Revenues increased significantly from the prior year by approximately 87% to \$1,040,503. Current expenditures decreased slightly by \$10,216.

The Worthless Check Collection Fund collected fees of \$9,788 in accordance with La Revised Statute 16:15 that provides for a specific fee for the collection and processing of a worthless check, intergovernmental revenues of \$25,365, restitution on worthless checks of \$4,200 and recorded interest earnings of \$2,848 for total revenue for the year of \$42,191, a decrease of 35% from the prior year. Current expenditures of \$60,688 in personnel, office operations, and restitution paid out and repair and maintenance expenditures resulted in a deficiency of revenues over expenditures of \$18,497. This added to the beginning fund balance of \$186,871 resulted in an ending fund balance of \$168,374 – all considered restricted for expenditures associated with this program.

The PTI Wildlife & Fisheries Fund, which accounts for fees collected for wildlife & fisheries tickets, ended the year with an assigned fund balance of \$8,501. Revenues collected this year were \$3,304 in PTI fees and \$3 of interest income totaling \$3,307. There were no current expenditures resulting in revenues in excess of expenditures of \$3,307.

GENERAL FUND BUDGETARY HIGHLIGHTS

The original budget for the General Fund was revised during the year. Authorized budget amendments were approved as follows:

Original Budgeted Revenues	\$205,484
Amendments were made for:	
Increased Fines and fees based on actual collections	7,550
Decreased Asset Forfeitures based on actual collections	(5,033)
Increased Miscellaneous and Interest	14,800
Total revenue amendments	2,930
Amended Budgeted Revenues	\$208,414

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

Original Budgeted Expenditures	\$198,834
Amendments were made for:	
Increased current expenditures	7,687
Decreased capital outlay	(5,791)
Total expenditure amendments	1,896
Amended Budgeted Expenditures	\$200,730

CAPITAL ASSETS

A summary of the investment in capital assets, net of accumulated depreciation, for governmental activities follows:

	2016	2017
Vehicles	\$ 84,528	84,528
Equipment	354,931	359,771
Office Additions	69,927	69,927
Office Furnishings	51,219	51,219
Total Cost	560,605	565,445
Accumulated Depreciation	475,019	508,865
Net Capital Assets	<u>\$ 85,586</u>	<u>\$ 56,580</u>
Depreciation Expense	<u>\$ 40,145</u>	<u>\$ 33,846</u>

During the current year, there were \$4,840 of additions and no disposals in capital assets. More detailed information about the capital assets is presented in Note 5 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Many factors were considered when budgeting for the next fiscal year. Possible new laws and regulations, increased rates and fees that would be charged, and possible new grant funding sources were all considered.

Historically, the office staff and costs remain relatively stable and should continue to do so. The St. Charles Parish Council in their current operating budget absorbs some operating expenses. If these estimates remain consistent, the District Attorney's General Fund balance is expected to increase accordingly by the close of 2018.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2017

Highlights of next year's General Fund budget include:

Beginning Fund Balance	\$ 93,024
Projected Revenue	212,184
Projected Expenditures	<u>(247,784)</u>
Ending Fund Balance	<u>\$ 57,424</u>

CONTACTING THE DISTRICT ATTORNEY'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the finances and to show the accountability for the money it receives. If you have questions about this report or need additional financial information, contact:

Joel T. Chaisson, II
District Attorney of the Twenty-Ninth Judicial District
P.O. Box 680
Hahnville, LA 70057
Phone (985) 783-6263

FINANCIAL SECTION



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Joel T. Chaisson, II
District Attorney of the Twenty-Ninth Judicial District
St. Charles Parish, Louisiana

We have audited the accompanying financial statements of the governmental activities and each major fund of the District Attorney of the Twenty-Ninth Judicial District, St. Charles Parish, Louisiana, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District Attorney of the Twenty-Ninth Judicial District as of December 31, 2017, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Required Supplementary Information, as listed in the foregoing table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head listed in the Other Supplementary Information Section of the financial statements is presented for purposes of additional analysis and is not a required part of the basic financial statements.

This schedule is the responsibility of management and is 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Governmental Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2018, on our consideration of the internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Twenty-Ninth Judicial District's internal control over financial reporting and compliance.

Stagni & Company

Thibodaux, Louisiana
June 20, 2018



**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Statement of Net Position
December 31, 2017

ASSETS

Current assets:

Cash and cash equivalents	\$ 882,993
Investments	854,162
Receivable	31,070
Due from other governments	105,008
Total current assets	<u>1,873,233</u>
Capital assets, net of depreciation	56,580
Total assets	<u><u>1,929,813</u></u>

DEFERRED OUTFLOWS OF RESOURCES 1,286,633

LIABILITIES

Current liabilities:

Accounts payable and accrued expenses	134,823
Accrued salaries and benefits	29,119
Due to other governmental units	1,833
Total current liabilities	<u>165,775</u>

Long-term liabilities

Net Other Post-Employment Benefit Obligation	46,670
Net Pension Liability	940,154
Total long-term liabilities	<u>986,824</u>
Total liabilities	<u><u>1,152,599</u></u>

DEFERRED INFLOWS OF RESOURCES 230,827

NET POSITION

Net Investment in capital assets	56,580
Unrestricted	1,776,440
Total net position	<u><u>\$ 1,833,020</u></u>

See notes to financial statements.

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Statement of Activities
For the Year Ended December 31, 2017

Expenses:

Governmental activities:

General government - Judicial:

Personnel services	\$ 969,581
On-behalf payments	2,071,120
Telephone and utilitites	2,213
Professional services	41,090
Travel & convention	40,574
Repairs and maintenance	15,686
Automobile repair and maintenance	14,115
Office supplies and operations	66,781
Dues and subscriptions	19,828
Insurance	11,775
Rent	26,611
Intergovernmental - LACE Payments	607,100
Intergovernmental - Center for Family Services	30,000
Intergovernmental - Child Advocacy Center	36,784
Restitution Paid Out	24,230
Other	46,513
Depreciation	33,846
Total program expenses	4,057,847

Program revenues:

Charges for services	1,874,760
Restitution Collected	24,130
Operating grants & contributions	2,622,713
Total program revenue	4,521,603
Net program expense	463,756

General revenues:

Unrestricted investment earnings and miscellaneous	13,109
Total general revenues	13,109

Change in net position

476,865

Net Position:

Beginning of the year	1,356,155
End of the year	\$ 1,833,020

See notes to financial statements.

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Balance Sheet - Governmental Funds
December 31, 2017

	General	Court Cost	Child Support	Probation	PTI Traffic Diversion	Worthless Check	PTI Wildlife- Fisheries	Total Governmental Funds
ASSETS								
Cash and cash equivalents	\$ 203,537	\$ 53,301	\$ 206,048	\$ 118,488	\$ 276,936	\$ 16,182	\$ 8,501	\$ 882,993
Investments	38,332	256,999	-	254,849	151,109	152,873	-	854,162
Accounts receivable	29,334	244	49	-	70	1,373	-	31,070
Due from other governments	29,830	33,434	31,744	-	10,000	-	-	105,008
Due (to)/from other funds	(54,270)	25,367	-	30,006	-	-	-	1,103
TOTAL ASSETS	\$ 246,763	\$ 369,345	\$ 237,841	\$ 403,343	\$ 438,115	\$ 170,428	\$ 8,501	\$ 1,874,336
LIABILITIES								
Current Liabilities:								
Accounts payable and accrued expenses	6,939	245	826	459	15,916	2,054	-	26,439
Accrued salaries and benefits	23,735	2,881	1,887	362	254	-	-	29,119
Payroll taxes and retirement payable	109,487	-	-	-	-	-	-	109,487
Due to governmental units	1,833	-	-	-	-	-	-	1,833
TOTAL LIABILITIES	141,994	3,126	2,713	821	16,170	2,054	-	166,878
FUND BALANCES								
Restricted for:								
Court Cost	-	366,219	-	-	-	-	-	366,219
Child Support	-	-	235,128	-	-	-	-	235,128
Worthless Checks	-	-	-	-	-	168,374	-	168,374
Assigned to:								
Probation/Pre-Trial Intervention	-	-	-	402,522	421,945	-	8,501	832,968
Unassigned	104,769	-	-	-	-	-	-	104,769
TOTAL FUND BALANCES	104,769	366,219	235,128	402,522	421,945	168,374	8,501	1,707,458
TOTAL LIABILITIES AND FUND BALANCES	\$ 246,763	\$ 369,345	\$ 237,841	\$ 403,343	\$ 438,115	\$ 170,428	\$ 8,501	\$ 1,874,336

Amounts reported for *governmental activities* in the Statement of Net Assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. 56,580

Some liabilities are not due and payable in the current period and therefore are not reported in the funds. Those liabilities consist of:

Net Pension Liability	(940,154)
Net Other Post-Employment Benefit Obligation	(46,670)

Deferred outflows and inflows of resources related to pensions are applicable to future periods and therefore, are not reported in the funds:

Deferred outflows - contributions	380,776
Deferred outflows - others	905,857
Deferred inflows - proportionate share	<u>(230,827)</u>

Net assets of governmental activities \$ 1,833,020

See notes to the financial statements.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds
For the Year Ended December 31, 2017

	General	Court Cost	Child Support	Probation	PTI Traffic Diversion	Worthless Check	PTI Wildlife-Fisheries	Total Governmental Funds
REVENUES								
Fines and fees	\$ 145,570	\$ 464,667	\$ -	\$ 211,904	\$ 1,029,586	\$ 9,778	\$ 3,304	\$ 1,864,809
Asset forfeitures	9,951	-	-	-	-	-	-	9,951
Intergovernmental	66,784	30,000	299,254	-	10,000	25,365	-	431,403
Restitution	-	-	-	19,930	-	4,200	-	24,130
On-behalf payments received	1,377,831	693,289	-	-	-	-	-	2,071,120
Interest	1,280	4,315	104	3,301	917	2,848	3	12,768
Miscellaneous	341	-	-	-	-	-	-	341
Total Revenues	<u>1,601,757</u>	<u>1,192,271</u>	<u>299,358</u>	<u>235,135</u>	<u>1,040,503</u>	<u>42,191</u>	<u>3,307</u>	<u>4,414,522</u>
EXPENDITURES								
Current - General government - Judicial								
Salaries and related benefits	27,115	372,124	280,707	127,779	25,924	23,952	-	857,601
On-behalf payments	1,377,831	693,289	-	-	-	-	-	2,071,120
Telephone and utilities	2,213	-	-	-	-	-	-	2,213
Professional services	16,490	-	3,600	21,000	-	-	-	41,090
Travel and conventions	-	40,074	300	200	-	-	-	40,574
Repairs and maintenance	7,362	-	2,530	2,576	-	3,218	-	15,686
Automobile repair and maintenance	14,115	-	-	-	-	-	-	14,115
Meetings	3,333	-	-	-	-	-	-	3,333
Office supplies and operations	36,520	137	10,119	11,367	4,728	3,910	-	66,781
Case expenditures	-	16,006	3,993	-	-	-	-	19,999
Computer Maintenance	16,332	500	-	-	-	-	-	16,832
Dues and subscriptions	-	19,728	-	100	-	-	-	19,828
Insurance	7,197	-	3,230	-	-	-	-	11,775
Storage	-	3,360	-	-	-	1,348	-	3,360
Restitution paid	-	-	-	19,905	-	4,325	-	24,230
Rent	-	-	-	-	-	23,251	-	23,251
Bank Charges	2,196	-	-	-	-	-	-	2,196
Advisory Fees	-	1,186	-	1,016	227	684	-	3,113
Loss on sale of investments	-	249	-	765	26	-	-	1,040
Intergovernmental - LACE Payments	-	-	-	-	607,100	-	-	607,100
Intergovernmental - Center for Family Services	30,000	-	-	-	-	-	-	30,000
Intergovernmental - Child Advocacy Center	36,784	-	-	-	-	-	-	36,784
Total current expenditures	<u>1,577,488</u>	<u>1,146,653</u>	<u>304,479</u>	<u>184,708</u>	<u>638,005</u>	<u>60,688</u>	<u>-</u>	<u>3,912,021</u>
Capital outlay	4,840	-	-	-	-	-	-	4,840
Total expenditures	<u>1,582,328</u>	<u>1,146,653</u>	<u>304,479</u>	<u>184,708</u>	<u>638,005</u>	<u>60,688</u>	<u>-</u>	<u>3,916,861</u>
Net changes in fund balances	19,429	45,618	(5,121)	50,427	402,498	(18,497)	3,307	497,661
FUND BALANCES								
Beginning	85,340	320,601	240,249	352,095	19,447	186,871	5,194	1,209,797
Ending	<u>\$ 104,769</u>	<u>\$ 366,219</u>	<u>\$ 235,128</u>	<u>\$ 402,522</u>	<u>\$ 421,945</u>	<u>\$ 168,374</u>	<u>\$ 8,501</u>	<u>\$ 1,707,458</u>

See notes to financial statements.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
 STATEMENT OF FIDUCIARY NET ASSETS
 AGENCY FUND
 December 31, 2017

		Forfeiture Fund
ASSETS		
Cash and cash equivalents	\$	5,254
Due to other funds		(1,103)
Total assets		\$ 4,151
LIABILITIES		
Accounts payable	\$	-
Due to others		4,151
Total liabilities		\$ 4,151

See notes to financial statements.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
AGENCY FUND
For the Year Ended December 31, 2017

	Forfeiture Fund
ADDITIONS	
Forfeitures received from offenders	\$ 18,069
Interest	1
Total additions	18,070
DEDUCTIONS	
Office expense & advertising	476
Payments to other agencies	14,551
Total deductions	15,027
Increase in net assets	3,043
Due to Others:	
Beginning of year	1,108
End of year	\$ 4,151

See notes to financial statements.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana

Notes to the Financial Statements
For the Year Ended December 31, 2017

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 St. Charles Parish, Louisiana.

Note 1 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the District Attorney of the Twenty-Ninth Judicial District (District Attorney), have been prepared in conformity with 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 more significant accounting policies established in GAAP and used are described below.

A. Reporting Entity

For financial reporting purposes, in conformance with GASB Codification Section 2100, the District Attorney is a part of the district court system of the State of Louisiana. The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity.

Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of will
- Fiscally dependent

Certain transactions between the District Attorney and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability. The other three criteria of financial accountability do not pertain to the District Attorney when applying them as a means of identifying potential component units of the St. Charles Parish Council. Since the District Attorney is an independently elected official, is legally separate and fiscally independent, and a separate governmental reporting entity.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basic Financial Statements - Basis of Presentation

The financial statements include all funds and activities that are within the oversight responsibility of the District Attorney.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The basic financial statements include both government-wide (GWFS) and fund financial statements (FFS). All of the judicial and administrative services provided by the District Attorney are classified as governmental activities.

In the government-wide Statement of Net Position, the governmental activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The net position is reported in three parts: net investment in capital assets; restricted; and unrestricted.

The government-wide Statement of Activities reports both the gross and net cost of each of the functions and activities (judicial). These functions are also supported by general government revenues (interest earned). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function (judicial). Operating grants include operating-specific and discretionary (either operating or capital) grants.

The net costs (by function) are normally covered by general revenue (interest earned, etc). This government-wide focus is more on the sustainability of the entity and the change in the net assets resulting from the current year's activities.

FUND FINANCIAL STATEMENTS

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

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basic Financial Statements - Basis of Presentation (continued)

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

Governmental funds:

- *General Fund* - The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that 12 per cent of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenses of his office.
- *Special Revenue Funds* - used to account for fees, fines, and costs collected for a specified purpose, grants to be used for specific purposes, or committed to expenditures for specified purposes (other than debt service or capital projects) that deal with judicial prosecution.
- *Agency Funds* - Agency funds are used to account for assets held by the District Attorney for other funds and/or other governments. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Major and Non-Major Funds:

The funds are further classified as major or non-major based on the total amount of revenue or assets per fund. All funds are considered major - there are no non-major funds this year.

Accrual Basis of Accounting

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

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus and Basis of Accounting

Accrual Basis of Accounting (continued)

Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. 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 included in the Statement of Activities derive directly from the program itself and reduce the cost of the function to be financed from the general revenues.

Modified Accrual Basis of Accounting

The fund financial statements are presented on 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 be used to pay liabilities of the current period or within 60 days after year end. Expenditures are generally recorded when the related fund liability is incurred.

With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e. revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fines, fees, and other revenues are recorded when collected and are considered susceptible to accrual.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Cash

Cash includes demand deposits. Under state law the entities may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

E. Interfund Receivables and Payables

During the course of operations, transactions occur between individual funds. These receivables and payables are classified as "due to or due from other funds" on the fund financial statement balance sheet.

In the process of aggregating data for the government-wide financial Statement of Net Position and the Statement of Activities some amounts reported as due to/from balances were eliminated. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on the assets and liabilities within the governmental activities column.

F. Capital Assets

In the government-wide financial statements capital assets purchased or acquired are recorded at either historical cost or estimated historical cost and depreciated over their estimated useful lives (excluding salvage value). Contributed assets are recorded at fair market value at the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Straight-line depreciation is used based on the following estimated useful lives:

- Office equipment 5 years
- Vehicles 5 years
- Leasehold improvements 7-10 years

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

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Personal Leave

The District Attorney has a formal written policy for personal leave. Present clerical employees are allowed to take 20 to 40 days' personal leave based on length of service. On the first payroll in January of the following year, employees are paid at their current earnings rate for any unused personal leave up to 10 days. Assistant District Attorneys and investigators are not included in this formal leave policy. At the end of the current year there was \$16,638 accumulated leave benefits recorded as Accrued Salaries and Benefits – current liability as required to be reported in accordance with GASB Codification Section C60.

H. Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in three components:

- a. Net Investment in capital assets—Consists of capital assets net of accumulated depreciation.
- b. Restricted—Consists of net position with constraints placed on the use by law through constitutional provisions or enabling legislation.
- c. Unrestricted—all other net position that do not meet the definition of "restricted" or "net investment in capital assets."

Fund Financial Statements

Fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. *Unassigned* fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

I. Use of Estimates

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

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 2 **DEPOSITS AND INVESTMENTS**

Deposits:

Demand deposits, interest bearing demand deposits and certificates of deposit are recorded at cost, which approximates fair value. The carrying amount of deposits was \$888,247 and the bank balance was \$903,684. The difference between the bank balance and the carrying amount represents outstanding checks and deposits in transit.

Custodial credit risk is the risk that in an event of a bank failure, the District Attorney's deposits may not be returned to it. \$653,646 of the bank balance is exposed to custodial credit risk. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposits insurance or the pledge of securities owned by the fiscal agent bank. The market values of the pledged securities plus the federal deposit insurance (FDIC) must at all time equal 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.

FDIC and pledged securities valued at \$965,060 (\$250,038 in FDIC and \$715,022 in pledged securities) for 2017, secure these deposits from risk. The collateral must be held at the pledging bank's trust department or other bank, acting as the pledging bank's agent, in the District's name. At the end of the current year, the District Attorney is adequately pledged. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, R.S. 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 entity that the fiscal agent has failed to pay deposited funds upon demand.

Investments:

State statutes authorize entities to invest in obligations of the U.S. Treasury, agencies, and instrumentalities; guaranteed investment contracts and investment grade (A-I/P-1) commercial paper of domestic corporations; repurchase agreements; bonds, debentures, notes or other indebtedness issued by United States Corporations that meet certain conditions and the Louisiana Asset Management Pool.

The bonds, debentures, notes or other indebtedness issued by US corporations should have a long-term rating of Aa3 or higher by Moody's, AA- or higher by Standard and Poor's, or AA- or higher by Fitch Ratings, Inc. The indebtedness of the US Corporations has a final maturity, mandatory tender, or continuing option tender of no more than five years. The District Attorney must retain the service of an investment advisor registered with the United States Securities and Exchange Commission prior to purchasing any such indebtedness and at all times during which the indebtedness is owned.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 2 **DEPOSITS AND INVESTMENTS (Continued)**

A summary of investments and maturities follows:

Investment Type	Recorded Value	Matures in 1-5 years	Market Value at 12/31/17
Money Market Funds	\$18,240	\$18,240	\$18,240
US Government	217,560	216,466	216,466
US Corporate Debt	518,103	488,790	488,790
LAMP	100,259	100,259	100,259
TOTALS	\$854,162	\$823,755	\$823,755

As a means of limiting its exposure to fair value losses arising from interest rates, the investment policy emphasizes maintaining liquidity to match specific cash flows. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity period of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District Attorney does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

For an investment, custodial credit risk is the risk that, in the event of a failure of the counterparty, the entity will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The investment policy requires the application of the prudent-person rule. The rule states, the entity shall operate under the "Prudent Person" rule, exercising judgment and care, under the circumstances prevailing, which people of ordinary prudence would employ in the management of their own affairs - not in regard to speculation, but as to the permanent disposition of their own funds, considering both safety of capital and income. The investment policy limits investments to those discussed earlier in this note. All of the investments were rated at least AA- by Standard & Poor's and AA3 by Moody's Investors Service, all have a maturity of 5 years or less, and retains the service of an investment advisor registered with the United States Securities as required by the above state statute noted.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
 Notes to the Financial Statements
 For the Year Ended December 31, 2017

Note 3 DUE TO/FROM GOVERNMENTAL UNITS

The amounts due from governmental units were:

Governmental Unit	General Fund	Court Cost	Child Support	PTI Traffic Diversion	Totals
St. Charles Parish Sheriff's Office	\$ 25,406	\$30,934			\$56,340
St. Charles Parish	4,424			\$10,000	14,424
State of Louisiana		2,500	\$31,744		34,244
TOTALS	\$29,830	\$33,434	\$31,744	\$10,000	\$105,008

The amounts due to governmental units were:

Governmental Unit	General Fund
St. Charles Parish	\$ 1,833

Note 4 INTERFUND RECEIVABLES AND PAYABLES

Such balances were:

	Receivable	Payable
General Fund	\$ 736	\$ 55,006
Major Funds:		
Court Cost Fund	25,367	-
Title IV-D Child Support	-	367
Worthless Check	-	736
Probation	30,006	-
TOTALS	\$ 56,109	\$ 56,109

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 5 CAPITAL ASSETS

A schedule of changes in capital assets follows:

Governmental Activities	Balance 12/31/16	Additions	Disposals Adjustments	Balance 12/31/17
Depreciable Assets:				
Automobiles	\$ 84,528	\$ -	\$ -	\$ 84,528
Equipment	354,931	4,840	-	359,771
Office Improvements	69,927	-	-	69,927
Office Furnishings	51,219	-	-	51,219
Total depreciable assets	\$560,605	\$4,840	\$ -	\$565,445

Less accumulated depreciation:

Automobiles	\$ 71,057	\$9,659	\$ -	\$ 80,716
Equipment	311,605	16,715	290	328,610
Office Improvements	45,346	3,678	-	49,024
Office Furnishings	47,011	3,504	-	50,515
Totals	\$475,019	\$33,846	\$ 290	\$508,865
Capital assets, net	\$85,586			\$ 56,580

The depreciation expense charged was \$33,846. Net asset additions totaled \$4,840 and there was an adjustment of \$290 for the sale of assets.

Note 6 BUDGETS

Budgets are adopted on a modified accrual basis, which is consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general fund and special revenue funds. All annual appropriations lapse at fiscal year end. Formal budgetary integration is employed as part of the accounting system, and the budget is amended by supplemental appropriations as needed to comply with state law.

The on-behalf payments received and paid by the State of Louisiana and St. Charles Parish Council are not budgeted or reflected in the Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – General Fund and Court Cost Fund in this report. The net effect of reflecting the receipt and payment of salaries and benefits on-behalf is zero.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 6 **BUDGETS (Continued)**

A reconciliation of total revenues and expenditures for the General Fund follows:

	Total Revenue	Total Expenditures
As reported on Budget Comparison Statement	\$ 223,926	\$ 204,497
On-Behalf Payments	1,377,831	1,377,831
As reported on Statement of Revenues, Expenditures and Changes in Fund Balances	\$1,601,757	\$1,582,328

A reconciliation of total revenues and expenditures for the Court Cost Fund follows:

	Total Revenue	Total Expenditures
As reported on Budget Comparison Statement	\$ 498,982	\$ 453,364
On-Behalf Payments	693,289	693,289
As reported on Statement of Revenues, Expenditures and Changes in Fund Balances	\$1,192,271	\$1,146,653

Note 7 **PENSION PLANS**

The District Attorney adopted GASB Statement No. 68 *Accounting and Financial Reporting for Pensions*. That Statement requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits.

The employees are provided with benefits through the following multiple-employer cost sharing plans:

- Louisiana District Attorney's Retirement System (DARS) provides retirement benefits to the District Attorney and Assistant District Attorneys, a cost sharing multiple-employer defined benefit pension plan administered by a separate board of trustees.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 7 **PENSION PLANS (Continued)**

Assistant District Attorneys who earn, as a minimum, the amounts paid by the state and are under the age of 60 at the time of original employment and all District Attorneys are required to participate in the system

- All permanent, full-time employees other than the District Attorney and the Assistant District Attorney are required to be members of the Parochial Employee's Retirement System of Louisiana (PERS) a cost sharing multiple-employer defined benefit pension plan. The System provides retirement benefits to an employee of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and elect to become members of the System. All members of the Parochial Employees' Retirement System are participants in either Plan A or Plan B. Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The District Attorney employees participate in Plan A.

The Statement requires governments providing pensions to recognize their long-term obligation for pension benefits as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. The Statement also enhances accountability and transparency through revised and new note disclosures and RSI. The District Attorney recognizes the long-term obligations for the pension benefits as a liability for the proportionate share of the contributions made for payroll generated by the District Attorney's office. St. Charles Parish Council recognizes the proportionate share of the contributions made for the payroll generated by the St. Charles Parish Council's office.

District Attorney and Assistant District attorneys are compensated by warrants from the State of Louisiana and from supplemental pay from the St. Charles Parish Council and the District Attorney's office. Other employees are compensated by the District Attorney's office, but may be reimbursed by the St. Charles Parish Council General and Criminal Court Funds. The District Attorney determines the sources and amounts of income for the District Attorney, the Assistant District Attorneys, and other employees.

- Employer contributions made on behalf of employees for pension benefits to DARS by the St. Charles Council and the State for the year ending December 31, 2017 is \$0 and \$0, respectively as required.
- Payments reimbursed by the Parish General Fund to the District Attorney Payroll Account for DARS and PERS contributions for the year ending December 31, 2017 is \$0 and \$76,958, respectively.
- Payments reimbursed by the Criminal Court funds for PERS contributions for the year ending December 31, 2017 is \$16,181.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 7 **PENSION PLANS (Continued)**

Louisiana District Attorney's Retirement System (DARS)

Plan Description – The District Attorney and the St. Charles Parish Council on-behalf of the District Attorney contributes to the Louisiana District Attorney's Retirement System (DARS), a cost-sharing multiple-employer defined benefit pension plan established by Act 56 of the 1956 session of the Louisiana Legislature, for the purpose of providing allowances and other benefits for district attorneys and their assistants in each parish, which is administered by a Board of Trustees. DARS provides normal retirement, early retirement, disability benefits, death benefits, Back-Drop and Deferred Retirement Option Program (DROP) benefits to plan members and beneficiaries.

DARS is governed by Louisiana Revised Statutes 11, Chapter 3 specifically, and other general laws of the State of Louisiana. The System issued a publicly available financial report that can be obtained at www.ladars.org.

Benefits Provided – All persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by this retirement system and the Louisiana District Attorneys' Association except for elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits, shall become members as a condition of their employment; provided, however, that in the case of district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

The age and years of creditable service required in order for a member to retire with full benefits are established by state statute, and vary depending on the member's hire date. Members who joined before July 1, 1990, are eligible to receive a normal retirement benefit if:

- 10 or more years of creditable service and are at least age 62, or
- 18 or more years of creditable service and are at least age 60, or
- 23 or more years of creditable service and are at least age 55, or
- 30 years of creditable service at any age

The normal retirement benefit for members is equal to 3% of the member's average final compensation for each year of creditable service. Members are eligible for early retirement at age 60 if they have at least 10 years of creditable service or at age 55 with at least 18 years of creditable service. Members who retire prior to age 60 with less than 23 year of creditable service credit, receive a retirement benefit reduced 3% of each year of age below 60. Members who retire prior to age 62 who have less than 18 years of service receive a retirement benefit reduced 3% for each year of age below 62.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 7 **PENSION PLANS (Continued)**

Louisiana District Attorney's Retirement System (DARS), (Continued)

Retirement benefits may not exceed 100% of final average compensation. Members who joined after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive a normal retirement benefit if:

- 10 or more years of creditable service and are at least age 60, or
- 24 or more years of creditable service and are at least age 55, or
- 30 years of creditable service at any age

The normal retirement benefit for members is equal to 3.5% of the member's final average compensation multiplied by the years of membership service. Members are eligible for early retirement at age 55 if they have at least 18 years of creditable service. The early retirement benefit is equal to the normal retirement benefit reduced by 3% of each year the member retires in advance of the normal retirement age. Benefits may not exceed 100% of average final compensation.

Disability Benefits - All members with ten or more years of credited service who are found to be totally disabled as a result of injuries incurred while in active service are awarded disability benefits. The member receives a benefit equal to 3% (3.5% covered under the new provisions) of his average final compensation multiplied by the lesser of his actual service (not to be less than 15 years) or projected continued service to age sixty.

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

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Louisiana District Attorney's Retirement System (DARS), (Continued)

Permanent Benefit Increases/Cost of Living Adjustments – The Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed \$60 per month) and all retired members and widows who are 65 year of age and older a 2% increase in their original benefit. The board can grant other increases, if the system and member meet certain criteria detailed in the statute related to funding status and interest earnings.

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

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

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Louisiana District Attorney's Retirement System (DARS), (Continued)

Contributions – The employer contribution rate is established annually under state statute by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. In addition, DARS receives revenue sharing funds as appropriated by the legislature and ad valorem taxes as determined by the PRSAC up to a maximum of .2% of the ad valorem taxes shown to be collected; these contributions are considered support from non-employer contributing entities. According to state statute, in the event the contributions from the ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by PRSAC.

Plan members (employees) are required by state statute to contribute 8% of their annual covered salary and the District Attorney (employer) is required to contribute at an actuarially determined rate. The current employer match was 0% of annual covered payroll for the period from January 1 to December 31, 2017, and consequently there were no contributions required.

Parochial Employees Retirement System (PERS)

Plan Description - All full-time employees are members of the Parochial Employees Retirement System of Louisiana (PERS), a cost sharing multiple-employer defined benefit pension plan. The System was established and provided for by R.S. 11:1901 of the Louisiana Revised Statutes (LRS), through 2025. The (PERS) was originally established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana. A Board of Trustees, an Administrative Director, an Actuary and Legal Counsel operate the System. The System provides retirement benefits to an employee of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and elect to become members of the System. All members of the (PERS) are participants in either Plan A or Plan B. Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date.

All permanent eligible government employees who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. The District Attorney participates in Plan A.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Parochial Employees Retirement System (PERS), (Continued)

Benefits Provided – Retirement Benefits - Any members can retire providing he/she meets one of the following criteria, if they were hired prior to January 1, 2007:

- At any age with 30 or more years of creditable service.
- Age 55 with 25 years of creditable service.
- Age 60 with a minimum of 10 years of creditable service.
- Age 65 with a minimum of 7 years of creditable service

If members were hired after January 1, 2007, a member can retire providing he/she meets one of the following criteria:

- Age 55 with 30 years of service
- Age 62 with 10 years of service
- Age 67 with 7 years of service

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

Survivor Benefits - Upon the death of any member of Plan A with 5 or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit as outlined in the statutes.

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

Upon termination of employment prior to or at the end of the specified period of participation, a participant in DROP may receive at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account. Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Parochial Employees Retirement System (PERS), (Continued)

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

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

Contributions- Contributions by employers are actuarially determined each year. For the year ended December 31, 2016, the employer's actuarially determined contribution rate was 10.52, however the actual rate was 13%. Member contributions are established by state statute at 9.5% of compensation for Plan A members. The contributions are deducted from the member's salary and remitted by the participating employer.

According to state statute, the System also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes except Orleans and East Baton Rouge parishes. The system also received revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-contributing entities, but are not considered special funding situations.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources:

As of December 31, 2017, The District Attorney reported a total of \$321,604 for its proportionate share of the net pension liability of the DARS Plan and a total of \$618,550 for its proportionate share of the net pension liability of the PERS Plan. The total \$940,154 of the total Net Pension Liability was reported as governmental activities. The net pension liability of DARS was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The net pension liability of PERS was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The employer's proportion of the net pension liability was based on a projection of the long-term contributions to the plans relative to the projected contributions of all participating employers, actuarially determined on the measurement date. At the respective measurement dates, the employer's proportions of the plans were as follows:

<u>Plan</u>	<u>Proportionate share</u>	
	<u>6/30/16</u>	<u>6/30/17</u>
DARS	1.052174%	1.192355%
	<u>12/31/2015</u>	<u>12/31/2016</u>
PERS	0.291006%	0.300338%

For the year ending December 31, 2017, the District Attorney recognized pension expense for each plan as follows:

<u>Plan</u>	<u>Measurement date</u>	<u>Pension expense</u>
DARS	6/30/17	\$127,386
PERS	12/31/16	\$367,469

In addition, the deferred outflows of resources and deferred inflows of resources related to pensions are from the following sources as of the respective measurement dates:

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St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Plan - DARS - 6/30/2017	Deferred outflows of resources	Deferred inflows of resources
Changes in proportion	\$ 34,737	
Differences between expected and actual experience	129,066	(84,549)
Changes in assumptions	144,188	(37,954)
Net difference between projected and actual earnings on investments		
Contributions subsequent to the measurement date	27,604	
Totals	\$ 335,595	\$ (122,503)

Plan - PERS - 12/31/2016	Deferred outflows of resources	Deferred inflows of resources
Changes in proportion	\$ 413	\$ (84)
Differences between expected and actual experience	-	(108,240)
Changes in assumptions	117,435	-
Net difference between projected and actual earnings on investments	480,018	
Contributions subsequent to the measurement date	353,172	
Totals	\$ 951,038	\$ (108,324)

Total - All Plans	Deferred outflows of resources	Deferred inflows of resources
Changes in proportion	\$ 35,150	\$ (84)
Differences between expected and actual experience	129,066	(192,789)
Changes in assumptions	261,623	(37,954)
Net difference between projected and actual earnings on investments	480,018	-
Contributions subsequent to the measurement date	380,776	-
Totals	\$ 1,286,633	\$ (230,827)

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

The deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement dates (June 30, 2017 and December 31, 2016) will be recognized as a reduction of the net pension liability in the year ended. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended:	DARS June 30th:	PERS December 31st
2018	\$19,558	\$181,864
2019	83,086	194,116
2020	38,711	126,531
2021	9,713	(12,968)
2022	34,420	
Totals	\$185,488	\$489,543

Actuarial assumptions:

The total pension liabilities in the respective actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurements:

Plan	DARS – 6/30/17:	PERS – 12/31/16:
Inflation rate	2.5%	2.5%
Discount rate used to measure pension liability	6.75%	7.0%
Projected Salary increases	5.5% (2.5% inflation, 3.00% Merit)	5.25% (2.75% Merit/2.5% inflation)
Investment rate of return	6.75%, net of investment expense	7.00%, net of investment expense
Actuarial cost method	Entry age normal	Entry age normal
Expected remaining service lives	7 years	4 years
Cost of Living Adjustment	Only those previously granted	Only those previously granted

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

Mortality rates for DARS were based on the RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables (set back 1 year for females) projected to 2032 using Scale AA were selected for employee, annuitant, and beneficiary mortality. The RP 2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females was selected for disable annuitants. The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the DARS's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

Mortality rates for PERS were based on the RP-2000 Employee Mortality Table for active members, RP-2000 Healthy Annuitant Table for healthy annuitants and beneficiaries, and RP-2000 Disabled Lives Mortality Tables for disabled annuitants.

For DARS, the long-term expected rate of return on the pension plan investments was determined using a building block method in which best estimates ranges of expected future real rates of returns (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 weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.7%. The resulting forecasted long-term rate of return is 9.06% for the years ending June 30, 2017.

For PERS, the long-term expected rate of return on the pension plan investments was determined using a triangulation method which integrated the capital asset 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 are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.0%. The resulting forecasted long-term rate of return is 7.66% for the years ending December 31, 2016.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

The best estimates of arithmetic real rates of return for each major asset class included in the DARS pension plans' target asset allocation, as of June 30, 2017, are summarized in the following table:

Asset Class	Target Asset Allocation	Rates of Return
DARS:		
Equities	61.72%	11.31%
Fixed Income	28.95%	6.84%
Alternatives	8.85%	10.50%
Real Estate	0.48%	0.50%
Totals	100.00%	6.56%
Inflation		2.50%
Expected Arithmetic Nominal Return		9.06%

Best estimates of arithmetic real rates of return for each major class included in the System's target asset allocation as of December 31, 2016 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
PERS:		
Fixed Income	52%	3.63%
Equity	35%	1.24%
Alternatives	11%	0.67%
Real assets	2%	0.12%
Totals	100%	6.34%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.66%

The discount rate used to measure the total pension liability for DARS was 6.75% at June 30, 2017 and 7.00% at June 30, 2016. The discount rate used to measure the total pension liability for PERS was 7.00% at December 31, 2016 and 2015.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

NOTE 7 - PENSION PLANS, (Continued)

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

Sensitivity of the of the District Attorney's proportionate share of the net pension liabilities to changes in the discount rate:

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

	1% Decrease	Current Discount Rate	1% Increase
DARS (current rate 6.75%)	\$919,024	\$321,604	\$(186,059)
PERS (current rate 7.0%)	\$1,850,332	\$618,550	\$(422,959)

Pension plan fiduciary net position:

Both systems issue annual publicly available financial reports that includes financial statements and required supplementary information for the system. The report for DARS report may be obtained by writing to the Louisiana District Attorneys Retirement System, 1645 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 267-4824. Access to the DARS report can be found on the System's website: www.ladars.org

The Parochial Employees' Retirement System issues a publicly available report that includes financial statements and required supplementary information. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, P.O. Box 14619, Baton Rouge, Louisiana 70898-4619. (Phone 225.928.1361). Access to the audit report can be found on the System's website: www.persla.org.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

**Note 8 ON-BEHALF PAYMENTS & EXPENDITURES NOT INCLUDED IN
THE FINANCIAL STATEMENTS**

In accordance with GASB No. 24, "Accounting and Financial Reporting for Certain Grants and Other Financial Assistance", the amount of on-behalf salaries paid directly to the district attorney and the assistant district attorneys and the office staff, as well as the related benefits, has been recognized as revenues and expenditures. The amount recognized in the General Fund for the year was \$1,377,831 for employees that are reimbursed by the Parish to the DA payroll account. The amount recognized for the year was \$693,289 in Court Cost Fund for the Parish and State Amounts paid to the District Attorney and Assistant District Attorney.

The accompanying financial statements do not include other certain expenditures paid out of funds of the criminal court, the St. Charles Parish Council, or directly by the State. Portions of rent, fringe benefits, and various office expenses are paid or absorbed by the St. Charles Parish Council. The amount of the expenses paid or absorbed by these other agencies has not been determined. GASB No. 24 does not require that the amounts pertaining to these expenses be reflected in the financial statements.

Note 9 LEASES

The lease term for copiers recorded as operating leases is for 60 months beginning on the date the lease is signed. Lease payments made for the copiers totaled \$12,878 which is included in office operations. The monthly minimum lease rental for the copiers totaled \$953.

The District Attorney has a long-term lease agreement for office space. The expiration date of this lease was May 15, 2017. Another lease was signed for 1 year beginning on June 1, 2017 and ending on May 31, 2017, with an option to renew for 1 additional year. This lease was terminated on December 31, 2017 when all employees moved back to the new building. Monthly lease payments of \$2,113.77 were made for 11 months in 2017 for a total of \$23,251. Rent was paid one month in advance.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
 Notes to the Financial Statements
 For the Year Ended December 31, 2017

Note 10 RISK MANAGEMENT LIABILITY INSURANCE

The District Attorney is exposed to various risks of loss related to tort, theft of, damage to, and destruction of assets; errors and omission; injuries to employees; and natural disasters. Commercial insurance policies are purchased for any and all claims relating to the above types of risks:

TYPE OF INSURANCE	LIMITS	DEDUCTIBLE
Professional Liability	\$ 1,000,000/claim \$ 1,000,000 aggregate	\$ 1,250 / claim
Personal Injury	\$ 1,000,000/claim \$ 1,000,000 aggregate	\$ 1,250 / claim
Criminal Proceedings	\$ 120,000/claim	\$ 500 / claim
Punitive Damage	\$ 100,000/claim	\$ 500 / claim
Disciplinary Proceedings	\$ 10,000/claim	\$ 500 / claim

The District Attorney pays the deductible for the general liability insurance. The St. Charles Parish Council is responsible for obtaining general liability, and auto liability insurance for the District Attorney's office and employees. The District Attorney also carries a worker's compensation policy for its employees.

Note 11 LITIGATION AND CLAIMS

At December 31, 2017, there is no litigation pending that is susceptible to accrual in accordance with statements of Financial Accounting Standards No. 5.

Note 12 DEFERRED COMPENSATION PLAN

All current employees are eligible to participate in the State of Louisiana Public Employees Deferred Compensation Plan or the District Attorney Deferred Compensation Plan. Through payroll deductions, employees can make pre-tax contributions to these 457 plans from eligible pay. The contribution limit to the plan is based on taxable compensation as defined by the Internal Revenue Code (IRC). Existing deferred compensation plans with a prior employer may be transferred at anytime. The District Attorney's office matches employee's contributions up to 3.9% dollar for dollar. The total employer contributions made to the Louisiana Plan were \$32,008 and to the District Attorney Plan were \$43,539.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 13 POST EMPLOYMENT BENEFITS

Plan Description – The District Attorney's medical benefits are provided through a comprehensive medical plan and are made available to certain employees upon actual retirement.

Only a retiring District Attorney with at least 25 years of service is eligible for retiree medical benefits to be paid by the employer. Benefits are governed by applicable Louisiana Law (R.S. 16:516).

Contribution Rates – Employees do not contribute to their post employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

Fund Policy – In 2017, 2016, and 2015, the District Attorney's portion of health care funding cost for retired employees totaled \$7,467, \$6,335, and \$6,038, respectively.

Effective January 1, 2009, the District implemented Government Accounting Standards Board Codification Section P50, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB Codification Section P50). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

Annual Required Contribution – The District's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB Codification Section P50. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB Codification Section P50) has been used for the post-employment benefits.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 13 POST EMPLOYMENT BENEFITS (Continued)

Net Post-Employment Benefit Obligation (Asset) – The table below shows the Net Other Post-employment Benefit (OPEB) Obligation for fiscal years ending December 31:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Net OPEB - Beginning	\$ 47,906	\$ 48,493	\$ 48,853
ARC	7,120	7,120	6,846
Interest	1,916	1,940	1,954
Adjustment to ARC	(2,805)	(2,805)	(2,825)
Annual OPEB Cost	6,231	6,255	5,975
Contributions Made - Current Year			
Retiree premium	(7,467)	(6,842)	(6,335)
Increase in Net OPEB	(1,236)	(587)	(360)
Net OPEB - End	<u>\$ 46,670</u>	<u>\$ 47,906</u>	<u>\$ 48,493</u>

The following table shows the annual post-employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post employment benefits (PEB) liability for last 3 years:

Fiscal Year Ended	Annual OPEB Cost	% of OPEB Contributed	Net OPEB Obligation
12/31/2017	\$ 6,231	16.00%	\$ 46,670
12/31/2016	\$ 6,255	14.28%	\$ 47,906
12/31/2015	\$ 5,975	13.06%	\$ 48,493

Funded Status and Funding Progress – In 2017 and 2016, the District Attorney made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the January 1, 2015 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2016 was \$123,116 which is defined as that portion, as determined by a particular actuarial cost method (the District uses the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 13 POST EMPLOYMENT BENEFITS (Continued)

	2016	2015
Actuarial Accrued Liability (AAL)	\$ 123,116	\$ 118,381
Actuarial Value of Plan Assets (AVP)	-	-
Unfunded Act. Accrued Liability (UAAL)	\$ 123,116	\$ 118,381
Funded Ratio (AVP/AAL)	0.00%	0.00%
Covered Payroll (active plan members)	\$ 161,460	\$ 159,080
UAAL as a percentage of covered payroll	76.25%	74.42%

Actuarial Methods and Assumptions – Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan at the time of the valuation and on the pattern of sharing costs between the District and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the District Attorney and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

Actuarial Cost Method – The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 13 POST EMPLOYMENT BENEFITS (Continued)

Actuarial Value of Plan Assets – There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Codification Section P50.

Turnover Rate – Because of the limited nature of the covered employees, we have not assumed any turnover in this valuation.

Post-employment Benefit Plan Eligibility Requirements – Based on past experience and the inherent plan design, it has been assumed that entitlement to benefits will commence at the later of age 65 and completion of twenty-five years of service. It has further been assumed that there is a 40% probability that the only current active member potentially eligible for the retiree medical coverage will actually remain for the required twenty-five years. Medical benefits are provided to employees upon actual retirement.

Investment Return Assumption (Discount Rate) – GASB Codification Section P50 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

Health Care Cost Trend Rate – The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

Inflation Rate - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

Projected Salary Increases - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
St. Charles Parish, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 13 POST EMPLOYMENT BENEFITS (Continued)

Mortality Rate - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% of the unloaded female mortality rates, is used. This is a recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

Method of Determining Value of Benefits – The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical insurance for the retiree and dependents under a fully insured plan. We have used the rates provided which were deemed to be "unblended as mandated by GASB 45.

Post-retirement Benefit Increases - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
OPEB Cost	\$ 6,231	\$ 6,255	\$ 5,975
Retiree premium	7,467	6,842	6,335
Change in net OPEB obligation	<u>\$ (1,236)</u>	<u>\$ (587)</u>	<u>\$ (360)</u>
% of contribution to cost	0%	0%	0%
% of contribution plus premium to cost	119.84%	109.38%	106.03%

***REQUIRED SUPPLEMENTARY
INFORMATION***

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
DESCRIPTION OF MAJOR FUNDS
For the Year Ended December 31, 2017

General Fund - The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that 12 per cent of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenses of his office.

Title IV-D Child Support Fund – Prior to July 1, 1998 the IV-D Reimbursement fund and IV-D Incentive funds were accounted for separately due to the percentage of the reimbursements accorded to each fund. Beginning July 1, 1998 these two funds were combined and accounted for as one fund.

Court Cost Fund - The Court Cost Fund is used to account for all fees collected in accordance with Louisiana Revised Statute 16:16, which authorizes the collection of an amount not to exceed \$10.00 from every defendant who is convicted after trial or other plea of guilty or who forfeits his bond. These costs are to be in addition to all other fines, costs, or forfeitures imposed by law.

Misdemeanor Probation – The Misdemeanor Probation Fund accounts for fees collected for misdemeanor probation and pre-trial intervention to monitor the probation period for offender.

Pre-Trial Intervention Traffic Diversion - The Pre-Trial Intervention Traffic Diversion accounts for a program that handles traffic tickets that the District Attorney's Office feels would be better served out of the court system. The offenders agree to serve a probation period rather than entering the court system and having a criminal conviction on their record. The revenues are generated through fees paid by the offenders placed in this program. The expenditures will consist of payments made to the St. Charles Parish Sheriff's Office and the Louisiana State Police Office for LACE and transfers to the District Attorneys office for operating expenses paid by other funds.

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

Pre-Trial Intervention Wildlife & Fisheries - The Pre-Trial Intervention Wildlife & Fisheries accounts for a program that handles tickets issued by the Louisiana Department of Wildlife & Fisheries that the District Attorney's Office feels would be better served out of the court system. The offenders agree to serve a probation period rather than entering the court system and having a criminal conviction on their record. The revenues are generated through fees paid by the offenders placed in this program. The amounts deposited into this fund is 50% of the PTI fees charged as the other 50% is sent to the Louisiana Department of Wildlife & Fisheries as per relevant Louisiana Revised Statutes.

DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
 Budget Comparison Schedule
 General Fund
 For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		Actual Amounts	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Fines and fees	\$ 130,000	\$ 137,550	\$ 145,570	\$ 8,020
Asset forfeitures	7,500	2,467	9,951	7,484
Intergovernmental	66,784	66,784	66,784	-
Miscellaneous	200	340	341	1
Interest	1,000	1,273	1,280	7
Total Revenues	<u>205,484</u>	<u>208,414</u>	<u>223,926</u>	<u>15,512</u>
EXPENDITURES				
Current - General government - Judicial				
Salaries and related benefits	26,950	27,461	27,115	346
Telephone and utilities	1,700	1,744	2,213	(469)
Professional Services	15,000	16,490	16,490	-
Travel and conventions	200	-	-	-
Repairs and maintenance	8,000	8,102	7,362	740
Computer maintenance	16,500	16,332	16,332	-
Automobile repair and maint	10,500	14,723	14,115	608
Meetings	2,000	1,393	3,333	(1,940)
Insurance	6,800	7,196	7,197	(1)
Office operations	32,600	34,246	36,520	(2,274)
Dues and subscriptions	100	-	-	-
Bank Charges	1,700	2,050	2,196	(146)
Grant to Center for Family Services	30,000	30,000	30,000	-
Grant to Child Advocacy Center	36,784	36,784	36,784	-
Total current expenditures	<u>188,834</u>	<u>196,521</u>	<u>199,657</u>	<u>(3,136)</u>
Capital outlay	10,000	4,209	4,840	(631)
Total expenditures	<u>198,834</u>	<u>200,730</u>	<u>204,497</u>	<u>(3,767)</u>
Net changes in fund balances	<u>6,650</u>	<u>7,684</u>	<u>19,429</u>	<u>11,745</u>
FUND BALANCES				
Beginning	89,114	85,340	85,340	-
Ending	<u>\$ 95,764</u>	<u>\$ 93,024</u>	<u>\$ 104,769</u>	<u>\$ 11,745</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Budget Comparison Schedule

Court Cost Fund

For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		Actual Amount	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Fines and fees	\$ 450,000	\$ 435,000	\$ 464,667	\$ 29,667
Intergovernmental	30,000	30,000	30,000	-
Interest	3,500	3,200	4,315	1,115
Total Revenues	<u>483,500</u>	<u>468,200</u>	<u>498,982</u>	<u>30,782</u>
EXPENDITURES				
Current - General government - Judicial				
Salaries and related benefits	376,400	369,294	372,124	(2,830)
Professional services	2,000	-	-	-
Dues and subscriptions	20,000	19,828	19,728	100
Computer Maintenance	600	600	500	100
Meetings	100	-	-	-
Office Expense	500	100	137	-
Storage	3,500	3,360	3,360	-
Travel and conventions	40,000	40,164	40,074	90
Loss on sale of investment	-	248	249	(1)
Advisory Fees	1,500	1,186	1,186	-
Case expenditures	20,000	17,500	16,006	1,494
Total current expenditures	<u>464,600</u>	<u>452,280</u>	<u>453,364</u>	<u>(1,047)</u>
Capital outlay	-	-	-	-
Total expenditures	<u>464,600</u>	<u>452,280</u>	<u>453,364</u>	<u>(1,047)</u>
Net change in fund balance	<u>18,900</u>	<u>15,920</u>	<u>45,618</u>	<u>29,735</u>
FUND BALANCES				
Beginning	321,931	320,601	320,601	-
Ending	<u>\$ 340,831</u>	<u>\$ 336,521</u>	<u>\$ 366,219</u>	<u>\$ 29,735</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Budget Comparison Schedule

Child Support Fund

For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		Actual Amounts	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental	\$ 312,063	\$ 302,667	\$ 299,254	\$ (3,413)
Interest	100	106	104	(2)
Total Revenues	<u>312,163</u>	<u>302,773</u>	<u>299,358</u>	<u>(3,415)</u>
EXPENDITURES				
Current - General government - Judicial				
Salaries and related benefits	282,503	278,813	280,707	(1,894)
Repairs and maintenance	4,000	2,640	2,530	110
Insurance	3,000	3,230	3,230	-
Office expense	13,560	9,779	10,119	(340)
Travel and conventions	-	300	300	-
Professional services	7,000	3,600	3,600	-
Case Expense	2,000	4,393	3,993	400
Total current expenditures	<u>312,063</u>	<u>302,755</u>	<u>304,479</u>	<u>(1,724)</u>
Capital outlay	-	-	-	-
Total expenditures	<u>312,063</u>	<u>302,755</u>	<u>304,479</u>	<u>(1,724)</u>
Net changes in fund balances	<u>100</u>	<u>18</u>	<u>(5,121)</u>	<u>(5,139)</u>
FUND BALANCES				
Beginning	243,788	240,249	240,249	-
Ending	<u>\$ 243,888</u>	<u>\$ 240,267</u>	<u>\$ 235,128</u>	<u>\$ (5,139)</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Budget Comparison Schedule
Misdemeanor Probation Fund
For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Fines and fees	\$ 260,000	\$ 220,000	\$ 211,904	\$ (8,096)
Restitution	25,000	18,103	19,930	1,827
Interest	3,000	3,787	3,301	(486)
Total Revenues	<u>288,000</u>	<u>241,890</u>	<u>235,135</u>	<u>(6,755)</u>
EXPENDITURES				
Current - General government - Judicial				
Salaries and related benefits	157,700	127,417	127,779	(362)
Office Expense	13,000	12,629	11,367	1,262
Restitution Paid Out	25,000	20,727	19,905	822
Dues and Subscriptions	100	100	100	-
Advisory Fees	1,200	1,016	1,016	-
Loss on sale of Investment	-	-	765	765
Professional fees	42,000	21,000	21,000	-
Travel and conventions	-	200	200	-
Repairs and maintenance	1,430	2,441	2,576	(135)
Total current expenditures	<u>240,430</u>	<u>185,530</u>	<u>184,708</u>	<u>2,352</u>
Capital outlay	-	-	-	-
Total expenditures	<u>240,430</u>	<u>185,530</u>	<u>184,708</u>	<u>822</u>
Net changes in fund balances	<u>47,570</u>	<u>56,360</u>	<u>50,427</u>	<u>(5,933)</u>
FUND BALANCES				
Beginning	379,253	352,095	352,095	-
Ending	<u>\$ 426,823</u>	<u>\$ 408,455</u>	<u>\$ 402,522</u>	<u>\$ (5,933)</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Budget Comparison Schedule
Pre-Trial Intervention - Traffic Diversion
For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		Actual Amounts	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Fines and fees	\$ 650,000	\$ 1,053,251	\$ 1,029,586	\$ (23,665)
Intergovernmental revenues	-	-	10,000	10,000
Interest	1,000	700	917	217
Total Revenues	<u>651,000</u>	<u>1,053,951</u>	<u>1,040,503</u>	<u>(13,448)</u>
EXPENDITURES				
Current - General government - Judicial				
Salaries and related benefits	-	25,670	25,924	(254)
Office operations	-	5,543	4,728	815
Advisory Fees	-	227	227	-
Loss on sale of investment	-	-	26	(26)
Intergovernmental - LACE payments	600,000	611,503	607,100	4,403
Total current expenditures	<u>600,000</u>	<u>642,943</u>	<u>638,005</u>	<u>5,192</u>
Capital outlay	-	-	-	-
Total expenditures	<u>600,000</u>	<u>642,943</u>	<u>638,005</u>	<u>5,192</u>
Net changes in fund balances	51,000	411,008	402,498	(8,256)
FUND BALANCES				
Beginning	1,313	19,447	19,447	-
Ending	<u>\$ 52,313</u>	<u>\$ 430,455</u>	<u>\$ 421,945</u>	<u>\$ (8,510)</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Budget Comparison Schedule

Worthless Check Fund

For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		Actual Amounts	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Fines and fees	\$ 18,000	\$ 9,775	\$ 9,778	\$ 3
Intergovernmental	24,624	25,365	25,365	-
Restitution	15,000	4,200	4,200	-
Interest	3,000	2,680	2,848	168
Total Revenues	<u>60,624</u>	<u>42,020</u>	<u>42,191</u>	<u>171</u>
EXPENDITURES				
Current - General government - Judicial				
Salaries and related benefits	24,870	24,056	23,952	104
Office Expense	3,400	3,100	3,164	(64)
Collection fees and bank charges	400	600	746	(146)
Dues and subscriptions	20	-	-	-
Rent	24,624	25,365	23,251	2,114
Insurance	2,000	1,953	1,348	605
Restitution Paid Out	15,000	4,525	4,325	200
Advisory Fees	750	684	684	-
Repairs and maintenance	3,600	3,536	3,218	318
Total current expenditures	<u>74,664</u>	<u>63,819</u>	<u>60,688</u>	<u>3,131</u>
Capital outlay	-	-	-	-
Total expenditures	<u>-</u>	<u>63,819</u>	<u>60,688</u>	<u>-</u>
Net changes in fund balances	<u>(14,040)</u>	<u>(21,799)</u>	<u>(18,497)</u>	<u>3,302</u>
FUND BALANCES				
Beginning	<u>188,062</u>	<u>186,871</u>	<u>186,871</u>	<u>-</u>
Ending	<u>\$ 174,022</u>	<u>\$ 165,072</u>	<u>\$ 168,374</u>	<u>\$ 3,302</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Budget Comparison Schedule
Pre-Trial Intervention - Wildlife Fisheries
For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		Actual Amounts	Variance Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Fines and fees	\$ 1,000	\$ 2,404	\$ 3,304	\$ 900
Interest Income	-	3	3	-
Total Revenues	<u>1,000</u>	<u>2,407</u>	<u>3,307</u>	<u>900</u>
EXPENDITURES				
Current - General government - Judicial				
Office operations	-	-	-	-
Total current expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital outlay	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net changes in fund balances	<u>1,000</u>	<u>2,407</u>	<u>3,307</u>	<u>900</u>
FUND BALANCES				
Beginning	5,141	5,194	5,194	-
Ending	<u>\$ 6,141</u>	<u>\$ 7,601</u>	<u>\$ 8,501</u>	<u>\$ 900</u>

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
REQUIRED SUPPLEMENTARY INFORMATION
District Attorney's Retirement System (DARS)
Last Ten Fiscal Years ****

	12/31/17	12/31/16	7/1/14-6/30/1 12/31/15
For Fiscal Year Ended	6/30/17	6/30/16	6/30/15
Measurement Date			

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Proportion of the net pension liability	1.192355%	1.052174%	1.039343%
Proportionate share of the net pension liability	\$ 321,604	\$ 201,394	\$ 55,985
Covered employee payroll	\$ 700,398	\$ 636,706	\$ 603,203

Proportionate share of the net pension liability as a percentage of its covered employee payroll	45.92%	31.63%	9.28%
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Plan fiduciary net position as a percentage of the total pension liability	93.57%	95.09%	98.56%
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SCHEDULE OF CONTRIBUTIONS

Contractually required contribution	\$ -	\$ 11,708	\$ 42,224
Contributions made	-	(11,708)	(42,224)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Covered employee payroll	\$ 700,398	\$ 636,706	\$ 603,203
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Contribution as a percentage of covered employee payroll	0.00%	1.84%	7.00%
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** Note: Initial Year of GASB 68 Implementation was 2015, Schedule is intended to show information for 10 years. Additional Years will be displayed as they become available.

Notes to Required Supplementary Information

<i>Changes of Benefit Terms</i>	No Change	No Change	No Change
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Changes of Assumptions

Inflation rate	2.50%	2.50%	2.50%
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**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA
REQUIRED SUPPLEMENTARY INFORMATION
Parochial Employees Retirement System (PERS)
Last Ten Fiscal Years ****

For Fiscal Year Ended	12/31/17	12/31/16	12/31/15
Measurement Date	12/31/16	12/31/15	12/31/14

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Proportion of the net pension liability	0.300338%	0.291006%	0.291299%
Proportionate share of the net pension liability	\$ 618,550	\$ 766,011	\$ 79,644
Covered employee payroll	\$ 1,819,211	\$ 1,717,714	\$ 946,305
Proportionate share of the net pension liability as a percentage of its covered employee payroll	34.00%	44.59%	8.42%
Plan fiduciary net position as a percentage of the total pension liability	94.15%	92.23%	99.15%

SCHEDULE OF CONTRIBUTIONS

Contractually required contribution	\$ 206,393	\$ 231,693	\$ 148,752
Contributions made	(206,393)	(231,693)	(148,752)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	1,819,211	1,717,714	\$ 946,305
Contribution as a percentage of covered employee payroll	11.35%	13.49%	15.72%

**Note: Initial Year of GASB 68 Implementation was 2015, Schedule is intended to show information for 10 years. Additional Years will be displayed as they become available.

Notes to Required Supplementary Information

<i>Changes of Benefit Terms</i>	No Change	No Change	No Change
<i>Changes of Assumptions</i>			
Inflation rate	2.50%	2.50%	3.00%
Discount rate	7.00%	7.00%	7.25%
Investment rate of return	7.00%	7.00%	7.25%

OTHER INFORMATION

**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
ST. CHARLES PARISH, LOUISIANA**

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2017

Agency Head Name: **Joel T. Chaisson,II - District Attorney**

Purpose	Amount
Salary (state, parish & local)	\$163,236
Benefits - insurance - Life & Disability	\$466
Benefits - retirement	\$0
Benefits - Deferred Compensation	\$6,360
Benefits - Medicare tax	\$2,455
Benefits- Dental and Vision Insurance	\$862
Car Allowance	\$0
Vehicle provided by government	\$0
Per Diem	\$0
Travel	\$0
Registration fees (non-CLE)	\$0
Conference travel	\$1,484
Continuing professional education fees	\$325
Housing	\$0
Unvouchered expenses	\$0
Special meals	\$0
Fuel	\$2,483
Dues	\$435
Cell Phone	\$2,136
Other - flu shot	\$26
Other - auto maintenance	\$949
AT&T - Ipad Internet	\$389
Total	\$181,607

REPORTS REQUIRED BY GAO



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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

Honorable Joel T. Chaisson, II
District Attorney of the Twenty-Ninth Judicial District
St. Charles Parish, Louisiana

We 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 and each major fund of the District Attorney of the Twenty-Ninth Judicial District, St. Charles Parish, Louisiana as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated June 20, 2018.

Internal Control Over Financial Reporting

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

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

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Joel T. Chaisson, II
District Attorney of the Twenty-Ninth Judicial District
St. Charles Parish, Louisiana
Page 2

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

Compliance and Other Matters

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

Purpose of this Report

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

Stagni & Company

Thibodaux, Louisiana
June 20, 2018



**DISTRICT ATTORNEY OF THE TWENTY-NINTH JUDICIAL DISTRICT
LAFOURCHE PARISH, LOUISIANA**
Schedule of Current Year Findings
For the Year Ended December 31, 2017

We have audited the financial statements of the governmental activities and each major fund of the District Attorney of the Twenty-Ninth Judicial District, as of and for the year ended December 31, 2017, which collectively comprise the basic financial statements and have issued our report thereon dated June 20, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Our audit of the financial statements resulted in an unmodified opinion.

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes No

Reportable Conditions Yes No

Compliance

Compliance Material to Financial Statements Yes No

b. Federal Awards –

NOT APPLICABLE

Internal Control

Material Weaknesses Yes No

Reportable Conditions Yes No

Type of Opinion On Compliance Unqualified Qualified

For Major Programs Disclaimer Adverse

Are there findings required to be reported in accordance with *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*?

Yes No

c. Identification of Major Programs:

NOT APPLICABLE

Section II Financial Statement Findings

NONE

Section III Federal Award Findings and Questioned Costs

NOT APPLICABLE





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CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

AGREED-UPON PROCEDURES REPORT

St. Charles Parish District Attorney

Independent Accountant's Report
On Applying Agreed-Upon Procedures

For the Period January 1, 2017 – December 31, 2017

Joel T. Chaisson, II, District Attorney
Twenty-Ninth Judicial District
St. Charles Parish, Louisiana and
Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by St. Charles Parish District Attorney (District Attorney) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2017 through December 31, 2017. The District Attorney's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated results are as follows:

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.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Results: The policies of the District Attorney address all the applicable functions listed with the following exceptions:

- 1b) Purchasing – the policy does not address how vendors are added to the vendor list.
- 1e) Payroll/Personnel – the policy does not address reviewing and approving time and attendance records, including leave and overtime worked.
- 1g) Credit Cards – does not address documentation requirements or required approvers.

Management's Response: The District Attorney will review and determine if the exceptions listed above need to be added to the policies.

Board (or Finance Committee, if applicable)

- 2. Obtain and review the board/committee minutes for the fiscal period, and:
 - a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
 - b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
 - If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g., approval of contracts and disbursements) for at least one meeting during the fiscal period.

Results: This procedure is not applicable to District Attorney.

Bank Reconciliations

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

Results: We obtained a listing of bank accounts from management and management's representation that the listing is complete.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three-year rotating basis (if more than five accounts). For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:
 - a) Bank reconciliations have been prepared;
 - b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and
 - c) If applicable, management has documentation reflecting that it has researched items that have been outstanding for more than 6 months reconciling as of the end of the fiscal period.

Results: We selected 5 bank accounts and obtained bank statements and reconciliations for all months included in the fiscal year. None of the bank reconciliations included written evidence that a member of management reviewed each reconciliation. There were no outstanding checks or deposits for more than 6 months on any of the reconciliations.

Management's Response: The District Attorney will designate a member of management to review and include written evidence of approval on all reconciliations going forward.

Collections

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

Results: We obtained from management a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three-year rotating basis (if more than five locations). **For each cash collection location selected:**
 - a) Obtain existing written documentation (e.g., insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded,

(2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

- b) Obtain existing written documentation (e.g., sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.
- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
 - Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.
 - Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

Results: There was 3 collection locations for testing. Each person responsible for collecting cash is bonded. Duties were segregated per the policy. The person responsible for collecting cash was not responsible for reconciling cash collections to the general ledger. The District Attorney has a formal process to reconcile cash collections to the general ledger by a person who is not responsible for cash collections. Two (2) of the 9 deposits tested were not deposited the same or next day. All of the deposits tested had supporting documentation.

Managements Response: Most of the deposits were for small (less than \$100) District Attorney and PTI fees, and although not deposited the next day were made timely according to the written policy on receipts and collections.

- 7. Obtain existing written documentation (e.g., policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

Results: The District Attorney has a process specifically defined to determine completeness of all collections, including electronic transfers, for each revenue source by a person who is not responsible for collections.

Disbursements - General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

Results: We obtained from management a disbursement listing and management's representation that the listing is complete.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g., purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.
- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.
- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; (2) a receiving report showing receipt of goods purchased, or electronic equivalent; and (3) an approved invoice.

Results: We obtained supporting documentation for 25 disbursements. The criteria in steps 9(a), 9(b) and 9(c) were met for all 25 disbursements tested.

10. Using entity documentation (e.g., electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

Results: The persons responsible for processing payments are prohibited from adding vendors without approval by the District Attorney to the disbursement system.

11. Using entity documentation (e.g., electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Results: The persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

Results: Check stock for the District Attorney are kept in a locked location.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

Results: No exceptions were identified as a result of these procedures.

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

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

Results: We obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. We obtained management's representation that the listing is complete.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.
- b) Report whether finance charges and/or late fees were assessed on the selected statements.

Results: For the 2 cards selected the monthly statements and supporting documentation were reviewed and approved, in writing, by someone other than the authorized card holder. No finance charges or late fees were assessed on the selected statements.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e., each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:
 - An original itemized receipt (i.e., identifies precisely what was purchased).
 - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.
 - Other documentation that may be required by written policy (e.g., purchase order, written authorization).

- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/ disbursement policies and the Louisiana Public Bid Law (i.e., transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.
- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g., cash advances or non-business purchases, regardless of whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Results: Procedure 16(a) –For the two credit cards selected for testing, both were supported by itemized receipts and documentation of the business/public purpose of each individual charge. Procedures 16(b) and 16(c) - No exceptions were identified as a result of these procedures.

Travel and Expense Reimbursement

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

Results: We obtained the listing of all travel and related expense reimbursements from the detail general ledger and we obtained management's representation that the list was complete.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov) and report any amounts that exceed GSA rates.

Results: We obtained the written policies related to travel and expense reimbursement. No amounts that exceed GSA rates were noted.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.
- b) Report whether each expense is supported by:
 - An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).
 - Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)
- c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g., hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results: No exceptions were identified as a result of these procedures.

Contracts

20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

Results: We obtained a listing of all contracts in effect during the fiscal period. We obtained management's representation that the listing is complete.

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

- a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.
- b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:
 - If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)
 - If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.
- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.
- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g., Lawrason Act or Home Rule Charter).

Results: For the 3 contracts selected, a formal written contract supports the arrangement and the amounts paid. The contracts selected were not subject to public bid law. For the largest payment from the contracts selected for testing, the supporting invoice and related payment complied with the terms and conditions of the contract. The contracts selected for testing were properly approved according to policy and the approved.

Payroll and Personnel

22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.
- b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

Results: We obtained a listing of employees with their related salaries, and we obtained management's representation that the listing is complete. For the 5 employees selected, payments were made in strict accordance with the terms and conditions of the pay rate structure. No changes were made during the fiscal period for the five employees selected.

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.
- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Results: Attendance and leave records were selected for 5 employees. All selected employees documented daily attendance and leave. All selected had written documentation that supervisors approved in writing the attendance and leave of the selected employees.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

Results: A list of employees terminated was obtained and management's representation that the list is complete. Termination payment for 1 employee was made in strict accordance with policy and approved by management.

25. Obtain supporting documentation (e.g., cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Results: We obtained supporting documentation relating to payroll taxes and retirement contributions during the fiscal period. The employee and employer portions of payroll taxes and retirement contributions as well as the required reporting forms were submitted to the applicable agencies by the required deadlines.

Ethics (excluding nonprofits)

26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

Results: Two of the 5 employees selected, had no documentation to demonstrate that required ethics training was completed.

Management's Response: All employees will be reminded that included in the written policy on ethics that it is mandatory of each employee and public official to complete the ethics testing online each calendar year and provide the Certificate of Completion to the District Attorney's office on or before December 31st of each year.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

Results: We inquired of management whether any alleged ethics violations were reported during the fiscal period. Management has received no such allegations.

Debt Service (excluding nonprofits)

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

Results: The District Attorney issued no debt during the year, therefore this procedure is not applicable.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

Results: The District Attorney has no outstanding debt, therefore this procedure is not applicable.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

Results: The District Attorney has no tax millages relating to debt service, therefore this procedure is not applicable.

Other

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the District attorney of the parish in which the entity is domiciled.

Results: We inquired of management whether the District Attorney had any misappropriations of public funds or assets. Management reported there have not been any misappropriations of public funds or assets.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.la.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: We noted the required posting on the District Attorney's website. We observed that the District Attorney has posted on its premises the notice required by R.S. 24:523.1.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

Results: No exceptions were identified as a result of these procedures.

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

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

Stagni & Company

Thibodaux, LA
June 25, 2018