

**TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana**

Financial Report

Year Ended June 30, 2014

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

WEB SITE  
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Retired:  
Conrad O. Chapman, CPA\* 2008

Mr. Matthew Robnett  
Chief District Public Defender  
Twenty-Fifth Judicial District of the State of Louisiana  
Public Defender's Office  
Belle Chasse, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office as of and for the year ended June 30, 2014, which collectively comprise the Public Defender's Office's basic financial statements, as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The management of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

As described in Note 7 to the financial statements, the Public Defender's Office adopted the provisions of GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, in 2014.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated October 30, 2014, on the results of our agreed-upon procedures.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 25 be presented to supplement the basic financial statements. Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information was not audited, reviewed, or compiled by us, and we do not express an opinion or provide any assurance on it.

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

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

Breaux Bridge, Louisiana  
October 30, 2014

**BASIC FINANCIAL STATEMENTS**

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

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Statement of Net Position  
June 30, 2014

ASSETS

Current assets:

Cash and cash equivalents	\$ 165,637
Fines and forfeitures receivable	<u>10,964</u>
Total current assets	<u>176,601</u>

Noncurrent assets:

Capital assets, net	<u>61,592</u>
Total assets	<u>238,193</u>

DEFERRED OUTFLOWS OF RESOURCES

-

LIABILITIES

Accounts payable	7,937
Compensated absences	<u>12,995</u>
Total liabilities	<u>20,932</u>

DEFERRED INFLOWS OF RESOURCES

-

NET POSITION

Investment in capital assets	61,592
Unrestricted	<u>155,669</u>
Total net position	<u>\$ 217,261</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT  
 OF THE STATE OF LOUISIANA  
 PUBLIC DEFENDER'S OFFICE  
 Belle Chasse, Louisiana

Statement of Activities  
 For the Year Ended June 30, 2014

Program Expenses:	
Governmental Activities	
Personnel costs	241,358
Court costs	64,441
Insurance	2,580
Audit expense	24,095
Office expense	11,020
Depreciation	<u>14,018</u>
Total expenses	<u>357,512</u>
Program revenues:	
Fines forfeitures and fees	174,774
Operating grants	<u>110,231</u>
Total program revenues	<u>285,005</u>
Net program revenue	<u>(72,507)</u>
General revenues:	
Miscellaneous	<u>5,256</u>
Total general revenues	<u>5,256</u>
Change in net position	(67,251)
Beginning net position	<u>284,512</u>
Ending net position	<u>\$ 217,261</u>

See accompanying notes and independent accountants' review report.



**FUND FINANCIAL STATEMENTS (FFS)**

## **FUND DESCRIPTION - MAJOR FUND**

### **MAJOR FUND**

#### **General Fund**

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

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Balance Sheet - Governmental Fund  
General Fund  
June 30, 2014

ASSETS

Cash and cash equivalents	\$ 165,637
Fines and forfeitures receivable	<u>10,964</u>
Total assets	<u>\$ 176,601</u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 1,830
Accrued liabilities	<u>6,107</u>
Total liabilities	<u>7,937</u>
Fund balance:	
Nonspendable	-
Restricted	-
Committed	-
Assigned	-
Unassigned	<u>168,664</u>
Total fund balance	<u>168,664</u>
Total liabilities and fund balance	<u>\$ 176,601</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Position  
June 30, 2014

Total fund balance for governmental funds at June 30, 2014		\$	168,664
Total net position reported for governmental activities in the statement of net position is different because:			
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:			
Buildings, net of \$9,933 accumulated depreciation	49,656		
Equipment, net of \$52,468 accumulated depreciation	<u>11,936</u>		61,592
General long-term debt of governmental activities is not payable from current resources and, therefore, not reported in the funds. This debt is:			
Compensated absences			<u>(12,995)</u>
Total net position of governmental activities at June 30, 2014		\$	<u>217,261</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Fund  
General Fund  
For the Year Ended June 30, 2014

Revenues:	
Fines forfeitures and fees	\$ 174,774
Operating grants	110,231
Miscellaneous	<u>5,256</u>
Total revenues	<u>290,261</u>
Expenditures:	
Current -	
Personnel costs	232,540
Court costs	64,441
Insurance	2,580
Audit expense	24,095
Office expense	<u>11,020</u>
Total expenditures	<u>334,676</u>
Deficiency of revenues over expenditures	(44,415)
Beginning fund balance	<u>213,079</u>
Ending fund balance	<u>\$ 168,664</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
For the Year Ended June 30, 2014

Total net change in fund balance at June 30, 2014 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (44,415)
The change in net position reported for governmental activities in the statement of activities is different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Depreciation expense for the year ended June 30, 2014	(14,018)
Governmental funds record long-term debt in the General Long-Term Debt Account Group as opposed to recording debt activity in the fund financial statements. However, in the statement of activities, the debt and related expenses are reported.	
Change in compensated absences payable	<u>(8,818)</u>
Total change in net position at June 30, 2014 per Statement of Activities	<u>\$ (67,251)</u>

See accompanying notes and independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

The Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office ("Public Defender's Office") was created under Louisiana Revised Statute 15:144-149 and modified by Act 307, to provide and compensate counsel to represent indigent (needy individuals) in criminal and quasi-criminal cases on the district court level.

The accompanying financial statements of the Public Defender's Office have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

The accounting and reporting policies of the Public Defender's Office conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

For financial statement reporting purposes, the Public Defender's Office is part of the district court system of the State of Louisiana. However, state statutes that create the Public Defender's Office give each of the Public Defender's Offices control over all of their operations. This includes the hiring and retention of employees, authority and control over budgeting, responsibility for deficits, and the receipt and disbursement of funds. The Public Defender's Office is financially independent and operates independently from the district court system. These financial statements include only the transactions of the Public Defender's Office.

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. The Public Defender's Office has no business-type activities.

The statement of activities presents a comparison between program revenues of the Public Defender's Office and the cost of the function. Program revenues are derived directly from Public Defender's Office users as a fee for services. Revenues that are not classified as program revenues are presented as general revenues.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Fund Financial Statements (FFS)

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

The fund of the Public Defender's Office is classified as governmental. The emphasis on fund financial statements is on the major governmental fund. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Public Defender's Office is described below:

Governmental Fund -

General Fund

The General Fund is the general operating fund of the Public Defender's Office. It is used to account for all financial resources.

C. Measurement Focus/Basis of Accounting

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

Measurement Focus

In the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial



TWENTY-FIFTH JUDICIAL DISTRICT  
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Notes to Basic Financial Statements (Continued)

statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting

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

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

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

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

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Public Defender's Office.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. The cost of normal maintenance and repairs that do not add value to the asset or materially extend assets lives are not capitalized.

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

Buildings	25 years
Furniture, fixtures and equipment	5-7 years

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

Compensated Absences

Employees who have been employed by the Public Defender's Office for one to five years receive two weeks of paid vacation, for six to ten years receive three weeks of paid vacation, for ten to thirty years receive four weeks of paid vacation, and over thirty years receive six weeks of paid vacation. Employees earn ten sick days leave annually. Vacation and sick leave can be carried over each year. Sick days can be carried over up to 250 hours.

Deferred Outflows of Resources and Deferred Inflows of Resources

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

Equity Classifications

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

TWENTY-FIFTH JUDICIAL DISTRICT  
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PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

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

*Nonspendable* – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted* – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed* – amounts that can be used only for specific purposes determined by a formal action of the Chief District Public Defender. The Chief District Public Defender is the highest level of decision-making authority for the Public Defender's Office. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by Chief District Public Defender.

*Assigned* – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Public Defender's Office's adopted policy, only the Chief District Public Defender may assign amounts for specific purposes.

*Unassigned* – all other spendable amounts.

TWENTY-FIFTH JUDICIAL DISTRICT  
 OF THE STATE OF LOUISIANA  
 PUBLIC DEFENDER'S OFFICE  
 Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

	<u>General Fund</u>
Nonspendable:	\$ -
Restricted:	-
Committed:	-
Assigned:	-
Unassigned:	<u>168,664</u>
	<u>\$ 168,664</u>

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

E. Budget and Budgetary Accounting

The Public Defender's Office adopted a budget as required by Louisiana Revised Statute 39:1301-1316, for the year ending June 30, 2014.

F. Use of Estimates

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

TWENTY-FIFTH JUDICIAL DISTRICT  
 OF THE STATE OF LOUISIANA  
 PUBLIC DEFENDER'S OFFICE  
 Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

(2) Cash and Interest-Bearing Deposits

Under state law, the Public Defender's Office may deposit funds within a fiscal agent organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Public Defender's Office may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2014, the Public Defender's Office has cash (book balances) totaling \$165,637.

These deposits are stated at cost, which approximates market. Custodial credit risk is the risk that in the event of a bank failure, the Public Defender's Office's deposits may not be returned to it. The Public Defender's Office's policy, by state law, is that all deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2014 are secured as follows:

Bank balances	<u>\$ 176,785</u>
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At June 30, 2014 the deposits are secured as follows:

Insured	176,785
Uninsured and collateral held by pledging bank not in Public Defender's Office's name	<u>-</u>
Total	<u>\$ 176,785</u>

As of June 30, 2014, the Public Defender's Office's total bank balances were fully insured and, therefore, they were not exposed to custodial credit risk.

(3) Receivables

The following is a summary of receivables at June 30, 2014:

Court fines	\$ 3,224
Bond forfeitures	<u>7,740</u>
Total	<u>\$ 10,964</u>

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

(4) Changes in Capital Assets

Capital asset activity for the year ended June 30, 2014 was as follows:

	Balance 07/01/13	Additions	Deletions	Balance 06/30/14
Buildings	\$ 59,589	\$ -	\$ -	\$ 59,589
Equipment	64,404	-	-	64,404
Vehicles	-	-	-	-
Total capital assets	123,993	-	-	123,993
Less: accumulated depreciation	(48,383)	(14,018)	-	(62,401)
Capital assets, net	<u>\$ 75,610</u>	<u>\$ (14,018)</u>	<u>\$ -</u>	<u>\$ 61,592</u>

Depreciation expense for the year ended June 30, 2014 was \$14,018.

(5) Pension Plan

The Public Defender's Office's employees are members of the Parochial Employees Retirement System of Louisiana (System), a cost sharing, multiple-employer, defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and separate benefit provisions. The Public Defender's Office's employees are members of Plan A.

Parochial Employees Retirement System

All permanent employees working at least 28 hours per week and who are paid wholly or in part from Public Defender's Office funds are eligible to participate in the System. Under Plan A, employees who retire at or after age 65 with at least 7 years of creditable service, at or after age 60 with 10 years of creditable service, at or age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to one percent of final-average salary, plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980, plus 3 percent of final-average salary for each year of service credited after the revision date. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produces the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

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Notes to Basic Financial Statements (Continued)

Plan members are required to contribute 9.50 percent of their annual covered salary to the system while the Public Defender's Office is required to contribute an actuarially determined rate of 16.00 percent of the total annual covered salary. The Public Defender's Office's contributions to the System under Plan A for the years ending June 30, 2014, 2013, and 2012 was \$31,113, \$16,811 and \$34,326, respectively.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619 or by calling (225) 928-1361

(6) Deferred Compensation Plan

The Public Defender's Office offers its employees a deferred compensation plan created in accordance with Internal Revenue code Section 457. A third party, the State Mutual Life Assurance Company of America, administers the plan. The plan, which is available to all employees, permits employees to defer a portion of their salaries until future years. The deferred portion is not available to employees until termination, retirement, death or unforeseeable emergency.

The deferred compensation liability and asset are equal to the total cash balances for each participant's account as of June 30, 2014. The Public Defender's Office has no liability for losses under the plan, but does have the duty and due care that would be required of an ordinary prudent investor. The Public Defender's Office intends to honor its moral obligation to the participants implicit in the program. No Public Defender's Office employees are participants in the plan.

(7) New Accounting Pronouncements

During the fiscal year ended June 30, 2014, the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office adopted Governmental Accounting Standards Board (GASB) Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which provides clarity for reporting deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. Certain items previously reported as assets or liabilities are now reported as deferred outflows of resources or deferred inflows of resources.

In June 2012, the Governmental Accounting Standards Board (GASB) approved Statement No. 67, *Financial Reporting for Pension Plans* and Statement No. 68, *Accounting and Financial Reporting for Pensions*. GASB Statement No. 67 replaces the requirements of GASB Statements Nos. 25 and 50 relating to financial reporting and note disclosure of pension plans. GASB Statement No. 68 establishes accounting and financial reporting requirements related to pensions for governments whose employees are provided with pensions through plans covered by Statement No. 67. The provision of GASB Statement No. 67 must be implemented by the pension plans for the year ending June 30, 2014 and provisions of GASB Statement No. 68 must be implemented by the Public

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

Defender's Office for the year ending June 30, 2015. The effect of implementation on the Public Defender's Office's financial statements has not yet been determined.

(8) Subsequent Events

Subsequent events have been evaluated through October 30, 2014, the date of the financial statement issuance.



TWENTY-FIFTH JUDICIAL DISTRICT  
 OF THE STATE OF LOUISIANA  
 PUBLIC DEFENDER'S OFFICE  
 Belle Chasse, Louisiana

Notes to Basic Financial Statements (Continued)

(9) Governmental Fund Revenues and Expenditures

For the year ended June 30, 2014, the major sources of governmental fund revenues and expenditures were as follows:

**Revenues:**

**State Government**

Appropriations - general	\$ 110,231
--------------------------	------------

**Local Government**

Statutory fines, forfeitures, fees, court costs, and other	174,774
--	---------

**Federal Government**

-

**Other Grants and Contributions**

-

**Charges for Services**

-

**Investment Earnings**

-

**Miscellaneous**

5,256

**Total Revenues**

\$ 290,261

**Expenditures:**

**Personnel Services and Benefits**

Salaries	\$ 190,170	
Retirement contributions	31,113	
Insurance	8,502	
Payroll Taxes	<u>2,755</u>	
Total		232,540

**Professional Development**

-

**Operating Costs**

Contract services - attorney/legal	64,441	
Contract services - other	24,095	
Travel - other	282	
Insurance	2,580	
Utilities and telephone	1,810	
Other	<u>8,928</u>	
Total		102,136

**Debt Service**

-

**Capital Outlay**

-

**Total Expenditures**

\$ 334,676

**REQUIRED SUPPLEMENTARY INFORMATION**

TWENTY-FIFTH JUDICIAL DISTRICT  
 OF THE STATE OF LOUISIANA  
 PUBLIC DEFENDER'S OFFICE  
 Belle Chasse, Louisiana

Budgetary Comparison Schedule  
 For the Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>Revenues:</b>				
Fines, forfeitures, and fees	\$ 198,800	\$ 198,800	\$ 174,774	\$ (24,026)
Operating grants	64,618	64,618	110,231	45,613
Miscellaneous	-	-	5,256	5,256
Total revenues	263,418	263,418	290,261	26,843
<b>Expenditures:</b>				
Judicial-				
Personnel costs	302,000	302,000	232,540	69,460
Court costs	15,000	15,000	64,441	(49,441)
Insurance	3,000	3,000	2,580	420
Audit expense	25,000	25,000	24,095	905
Office expense	20,100	20,100	11,020	9,080
Total expenditures	365,100	365,100	334,676	30,424
Deficiency of revenues over expenditures	(101,682)	(101,682)	(44,415)	57,267
Fund balance, beginning	213,079	213,079	213,079	-
Fund balance, ending	\$ 111,397	\$ 111,397	\$ 168,664	\$ 57,267

See independent accountants' review report.

TWENTY-FIFTH JUDICIAL DISTRICT  
OF THE STATE OF LOUISIANA  
PUBLIC DEFENDER'S OFFICE  
Belle Chasse, Louisiana

Schedule of Prior and Current Year Findings and  
Management's Corrective Action Plan  
For the Year Ended June 30, 2014

I. Prior Year Findings:

Internal Control Over Financial Reporting

Item 2013-001 – Inadequate Segregation of Accounting Functions

Finding: Due to the small number of employees, the Public Defender's Office did not have adequate segregation of functions within the accounting system.

Status: Unresolved. See item 2014-001.

Compliance

Item 2013-002 – Noncompliance with Louisiana Local Government Budget Act

Finding: Louisiana Revised Statutes (LSA-R.S.) 39:1301-1314, known as the Local Government Budget Act, requires that the budget be amended when budgeted revenues exceed total actual revenues plus projected revenues by five percent or more. The General Fund had an unfavorable variance of approximately 5.1%.

Status: Resolved.

Management Letter Items

There were no management letter items reported at June 30, 2013.

II. Current Year Findings and Management's Corrective Action Plan:

Internal Control Over Financial Reporting

Item 2014-001 – Inadequate Segregation of Accounting Functions

Finding: Due to the small number of employees, the Public Defender's Office did not have adequate segregation of functions within the accounting system.

Management's Corrective Action Plan: Matthew Robnett, Chief District Public Defender, has determined that it is not feasible to achieve adequate segregation of functions within the accounting department. No plan is considered necessary.

Compliance

There are no findings that are required to be reported at June 30, 2014.

Management Letter Items

There are no findings that are required to be reported at June 30, 2014.

**ATTESTATION REPORT AND  
QUESTIONNAIRE**

# KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Mr. Matthew Robnett  
Chief District Public Defender  
Twenty-Fifth Judicial District of the State of Louisiana  
Public Defender's Office  
Belle Chasse, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office (the Public Defender's Office), and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Public Defender's Office's compliance with certain laws and regulations during the year ended June 30, 2014, included in the accompanying *Louisiana Attestation Questionnaire*. Management of the Public Defender's Office is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed 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 the 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.

### Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with R.S. 38:2211-2296 (the public bid law) or R.S. 39:1551-39:1775 (the state procurement code), whichever is applicable.

There were no expenditures made during the year which exceeded \$30,000 for materials and supplies, or \$150,000 for public works.

### Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members, and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

### **Budgeting**

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and amended budget.

6. Trace the budget adoption and amendments to the minute book.

The Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office is not required to have meetings as required by R.S. 42:11 through 42:28; therefore, there is no minute book. The budgets were approved by the Chief District Public Defender.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues for the year did not fail to meet budgeted revenues by 5% or more. Expenditures for the year did not exceed budgeted amounts by 5% or more.

### **Accounting and Reporting**

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All six payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated proper approval.

## **Meetings**

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by RS 42:11 through 42:28 (the open meetings law).

The Twenty-Fifth Judicial District of the State of Louisiana Public Defender's Office is not required to have meetings as required by R.S. 42:11 through 42:28; therefore, there are no agendas.

## **Debt**

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

## **Advances and Bonuses**

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advance, or gifts.

We inspected payroll records for the year and noted no instances which would indicate payments to employees that would constitute bonuses, advances, or gifts. The Public Defender's Office does not maintain minutes; therefore, there are no minutes to examine.

## **Prior Comments and Recommendations**

12. Review any prior year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

See the summary schedule of current and prior year findings and management's corrective action plan for any comments or unresolved matters.

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

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

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

Breaux Bridge, Louisiana  
October 30, 2014



LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)

\_\_\_\_\_ (Date Transmitted)

Kelder, Champagne, Slaven and Company, LLC  
113 East Bridge Street  
Breaux Bridge, LA 70517

(Auditors)

In connection with your review of our financial statements as of ~~(date)~~ <sup>June 30, 2014</sup> and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of June 30, 2014

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No [ ]

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes  No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes  No [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No [ ]

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No [ ]

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No [ ]

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes  No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [ ] No [ ] **NA**

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements,

without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes  No [ ]

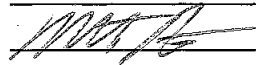
**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes  No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
	President	9/23/14	Date