

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana**

**Basic Financial Statements
With Accountant's Review Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
June 30, 2017**

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

Basic Financial Statements
With Accountant's Review Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
June 30, 2017

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EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Contents, June 30, 2017

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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Accountant's Review Report

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

I have reviewed the accompanying financial statements of the governmental activities of the Eighth Judicial District Indigent Defender Fund as of and for the year ended June 30, 2017, which collectively comprise the Eighth Judicial District Defender Fund'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 Eighth Judicial District Indigent Defender Fund. A review is substantially less in scope than an audit, the objective of which is the expression such an opinion.

The management of Eighth Judicial District Indigent Defender Fund 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.

A review consists principally of inquiries of the Eighth Judicial District Indigent Defender Fund's personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

My review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements for them to be in conformity with accounting principles generally accepted in the United States of America. The management's discussion and analysis and budgetary comparison information on pages 6 through 9 and 24 through 25 are presented for purposes of additional analysis. 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. The supplementary information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but was compiled from information that is the representation of management. I have not audited or reviewed the supplementary information and accordingly, I do not express an opinion or provide any assurance on the supplementary information.

The schedule of compensation, benefits, and other payments to agency head on page 26 is presented for purposes of additional analysis and is not a required part of the basic financial statements. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.



West Monroe, Louisiana
January 16, 2018

**REQUIRED SUPPLEMENTARY INFORMATION
PART I**

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Management's Discussion and Analysis
June 30, 2017

As management of the Eighth Judicial District Indigent Defender Fund, I offer readers of the Eighth Judicial District Indigent Defender Fund's financial statements this narrative overview and analysis of the financial activities of the Eighth Judicial District Indigent Defender Fund for the year ended June 30, 2017. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

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

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

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

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

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Eighth Judicial District Indigent Defender Fund, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Eighth Judicial District Indigent Defender Fund are governmental funds.

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

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

The Eighth Judicial District Indigent Defender Fund adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

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

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

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Eighth Judicial District Indigent Defender Fund exceeded liabilities by \$44,077. Capital Assets are fully depreciated.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Eighth Judicial District Indigent Defender Fund to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION

	<u>2017</u>	<u>2016</u>
ASSETS		
Cash and cash equivalents	\$37,528	\$74,028
Receivables	7,110	6,390
Capital assets (net of accumulated depreciation)	<u>NONE</u>	<u>NONE</u>
TOTAL ASSETS	<u>\$44,638</u>	<u>\$80,418</u>

LIABILITIES

Accounts payable	<u>\$561</u>	<u>\$1,568</u>
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NET POSITION

Invested in capital assets, net of related debt	NONE	NONE
Unrestricted	<u>44,077</u>	<u>78,850</u>
TOTAL NET POSITION	<u>\$44,077</u>	<u>\$78,850</u>

STATEMENT OF ACTIVITIES

	<u>2017</u>	<u>2016</u>
Taxation:		
Personal services and related benefits - salaries	<u>\$38,773</u>	<u>\$40,186</u>
Professional Development		
Dues, licenses, and registrations		40
Operating services		
Library and research	3,544	2,402
Contract services - attorney/legal	170,805	101,652
Contract services - other	4,500	3,698
Lease - auto and other	9,042	8,914
Travel - other	2,044	2,024
Insurance	2,353	1,525
Supplies	1,804	2,044
Repairs and maintenance	2,855	2,600
Utilities and telephone	6,794	6,720
Other	857	198
Depreciation expense		<u>277</u>
Total Program Expenses	<u>243,371</u>	<u>172,280</u>
Program revenues - Fees, charges, and commissions for services	<u>66,799</u>	<u>53,872</u>
Net Program Expenses	<u>(176,572)</u>	<u>(118,408)</u>
General revenues:		
State Government		
Appropriations - general	121,236	135,350
Appropriations - special	4,062	5,022
Other	<u>16,501</u>	<u>16,881</u>
Total General Revenues	<u>141,799</u>	<u>157,253</u>
Change in Net Position	<u>(34,773)</u>	<u>38,845</u>
Net Position - Beginning of year	<u>78,850</u>	<u>40,005</u>
Net Position - End of year	<u>\$44,077</u>	<u>\$78,850</u>

Financial Analysis of the Government's Funds

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

As of June 30, 2017, the general fund's governmental fund balances of \$44,077 showed a decrease of \$34,773 over June 30, 2016.

General Fund Budgetary Highlights

The primary differences in revenues of the original budget and the final budget was due to increases in state appropriations and statutory fines, forfeitures, fees, court costs and other. Differences in budgeted expenditures was due to increases in contract services - attorney/legal, contract services - other and other charges and decreases in personal services, library and research, travel and other, insurance, supplies and utilities and telephones.

Capital Asset and Debt Administration

Capital assets. The Eighth Judicial District Indigent Defender Fund's investment in capital assets for its governmental activities as of June 30, 2017, amounts to \$0 (net of accumulated depreciation). This investment includes office furnishings and equipment. There were no increases or decreases during the year.

Long-term debt. The Eighth Judicial District Indigent Defender Fund has no debt outstanding.

Requests for Information

This financial report is designed to provide a general overview of the Eighth Judicial District Indigent Defender Fund's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Eighth Judicial District Indigent Defender Fund, P.O. Box 728, Winnfield, LA 71483.

January 16, 2018

BASIC FINANCIAL STATEMENTS

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

STATEMENT OF NET POSITION
June 30, 2017

ASSETS

Cash and cash equivalents	\$37,528
Receivables	7,110
Capital assets (net of accumulated depreciation)	<u>NONE</u>
TOTAL ASSETS	<u><u>\$44,638</u></u>

LIABILITIES

Accounts payable	<u>\$561</u>
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NET POSITION

Invested in capital assets, net of related debt	NONE
Unrestricted	<u>44,077</u>
TOTAL NET POSITION	<u><u>\$44,077</u></u>

See accompanying notes and accountants' report.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

STATEMENT OF ACTIVITIES
June 30, 2017

Taxation:	
Personal services and related benefits - salaries	\$38,773
Operating services	
Library and research	3,544
Contract services - attorney/legal	170,805
Contract services - other	4,500
Lease - auto and other	9,042
Travel - other	2,044
Insurance	2,353
Supplies	1,804
Repairs and maintenance	2,855
Utilities and telephone	6,794
Other	857
Total Program Expenses	<u>243,371</u>
Program revenues - Fees, charges, and commissions for services	<u>66,799</u>
Net Program Expenses	(176,572)
General revenues:	
State Government	
Appropriations - general	121,236
Appropriations - CINC	4,062
Other	<u>16,501</u>
Total General Revenues	<u>141,799</u>
Change in Net Position	(34,773)
Net Position - Beginning of year	<u>78,850</u>
Net Position - End of year	<u><u>\$44,077</u></u>

See accompanying notes and accountants' report.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2017

ASSETS

Cash and cash equivalents

\$37,528

Receivables

7,110

TOTAL ASSETS

\$44,638

LIABILITIES

Accounts payable

\$561

FUND EQUITY

Fund Equity - fund balances - unassigned

44,077

TOTAL LIABILITIES AND FUND EQUITY

\$44,638

See accompanying notes and accountants' report.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

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

For the Year Ended June 30, 2017

Total Fund Balances at June 30, 2017 - Governmental Funds (Statement C)		<u>\$44,077</u>
Cost of capital assets at June 30, 2017	\$13,555	
Less: Accumulated depreciation as of June 30, 2017	<u>(13,555)</u>	<u>NONE</u>
Net Position at June 30, 2017 (Statement A)		<u><u>\$44,077</u></u>

See accompanying notes and accountants' report.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,
and Changes in Fund Balances

For the Year Ended June 30, 2017

REVENUES

State Government	
Appropriations - general	\$121,236
Appropriations - CINC	4,062
Local Government	
Statutory fines, forfeitures, fees, court costs and other	66,799
Other	<u>16,501</u>
Total revenues	<u>208,598</u>

EXPENDITURES

Personal services and benefits	
Salaries	38,773
Operating costs	
Library and research	3,544
Contract services - attorney/legal	170,805
Contract services - other	4,500
Lease - autos and other	9,042
Travel - other	2,044
Insurance	2,353
Supplies	1,804
Repairs and maintenance	2,855
Utilities and telephone	6,794
Other	<u>857</u>
Total operating costs	<u>204,598</u>
Total expenditures	<u>243,371</u>

EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(34,773)
FUND BALANCE AT BEGINNING OF YEAR	<u>78,850</u>
FUND BALANCES AT END OF YEAR	<u><u>\$44,077</u></u>

See accompanying notes and accountants' report.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

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

For the Year Ended June 30, 2017

Total net change in fund balances - governmental funds (Statement D)	(S34,773)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	<u>NONE</u>
Change in net position of governmental activities (Statement B)	<u>(S34,773)</u>

See accompanying notes and accountants' report.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

Notes to the Financial Statements
As of and For the Year Ended June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Eighth Judicial District Indigent Defender Fund is established in compliance with Louisiana Revised Statutes 15:146-149 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the parish of Winn, Louisiana.

A. REPORTING ENTITY

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

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

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Notes to the Financial Statements (Continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The district public defender is appointed by the Louisiana Public Defender Board. However, the police jury is ultimately responsible for the fiscal operations of the Eighth Judicial District court system, which includes the Public Defender Fund. Further, because of this relationship, the police jury's primary government financial statements would be misleading without inclusion of the public defender fund's financial statements. Therefore, the public defender fund is considered a component unit of the parish reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

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

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

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

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

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the public defender's taxpayers or citizenry. Program

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Notes to the Financial Statements (Continued)

revenues reduce the cost of the function to be financed from the public defender's general revenues.

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

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

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

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

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

Governmental Fund Type

General Fund - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the public defender and is used to account for the operations of the public defender's office. The various fees and charges due to the public defender's office are accounted for in this fund. General operating expenditures are paid from this fund.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Notes to the Financial Statements (Continued)

D. BASIS OF ACCOUNTING

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

1. Accrual:

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

2. Modified Accrual:

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

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

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Notes to the Financial Statements (Continued)

Revenues

Court costs on fines and forfeitures imposed by the district are recorded in the year they are collected by the tax collector. Based on that criteria, court costs on fines and forfeitures are treated as susceptible to accrual.

Expenditures

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

E. CASH AND CASH EQUIVALENTS

Under state law, the public defender fund may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. Further, the public defender fund may invest in time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2017, the Eighth Judicial District Public Defender Fund has cash (book balances) totaling \$37,528.

Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. Deposit balances (bank balances) at June 30, 2017, total \$42,253, and are fully secured by federal deposit insurance.

F. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The public defender maintains a threshold level of \$500 or more for capitalizing capital assets.

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

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana
Notes to the Financial Statements (Continued)

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

G. ANNUAL AND SICK LEAVE

The Eighth Judicial District Indigent Defender Fund has not adopted vacation and sick leave policies; therefore, there is no liability for compensated absences.

2. RECEIVABLES

The public defender fund receivables of \$7,110 at June 30, 2017, are as follows:

State grants	\$1,287
Court costs	5,823
Total receivables	<u>\$7,110</u>

3. CHANGES IN CAPITAL ASSETS

A summary of changes in office furnishings and equipment follows:

Balance, June 30, 2016	\$13,555
Additions	NONE
Deletions	<u>NONE</u>
Balance, June 30, 2017	13,555
Less accumulated depreciation	<u>(13,555)</u>
Net Capital Assets	<u>NONE</u>

4. LITIGATION AND CLAIMS

At June 30, 2017, the public defender fund is not involved in any litigation nor is it aware of any unasserted claims.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended June 30, 2017

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
State Government				
Appropriations - general	\$69,174	\$117,965	\$121,236	\$3,271
Appropriations - CINC	4,062	4,062	4,062	
Local Government -				
Statutory fines, forfeitures, fees, court costs and other	74,408	79,678	66,799	(12,879)
Other			16,501	16,501
Total revenues	<u>147,644</u>	<u>201,705</u>	<u>208,598</u>	<u>6,893</u>
EXPENDITURES				
Personal services and related benefits				
Salaries	38,610	30,142	38,773	(8,631)
Professional Development				
Dues, licenses, and registrations		605		605
Operating services				
Library and research	5,000	3,544	3,544	
Contract services - attorney/legal	140,062	175,112	170,805	4,307
Contract services - other	5,500	7,500	4,500	3,000
Lease - auto and other	9,000	9,000	9,042	(42)
Travel - other	3,000	2,200	2,044	156
Insurance	4,500	1,600	2,353	(753)
Supplies	3,000	2,000	1,804	196
Repairs and maintenance	3,000	3,000	2,855	145
Utilities and telephone	10,000	7,500	6,794	706
Other		354	857	(503)
Total operating services	<u>183,062</u>	<u>211,810</u>	<u>204,598</u>	<u>7,212</u>
Total expenditures	<u>221,672</u>	<u>242,557</u>	<u>243,371</u>	<u>(814)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(74,028)	(40,852)	(34,773)	6,079
FUND BALANCE AT BEGINNING OF YEAR	<u>74,028</u>	<u>74,028</u>	<u>78,850</u>	<u>4,822</u>
FUND BALANCE AT END OF YEAR	<u>NONE</u>	<u>\$33,176</u>	<u>\$44,077</u>	<u>\$10,901</u>

See accompanying note to budgetary comparison schedule.

Eighth Judicial District
Indigent Defender Fund
Winnfield, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the public defender and amended during the year, as necessary. The budget is established and controlled by the public defender at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the public defender.

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

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended June 30, 2017

HERMAN CASTETE, DISTRICT DEFENDER

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$85,000
Housing and lodging	1,280
Mileage reimbursement	475
Meals	97

**Independent Accountant's Report on Applying
Agreed-Upon Procedures**

The following independent Accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER FUND
Winnfield, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the Eighth Judicial District Indigent Defender Fund and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Eighth Judicial District Indigent Defender Fund compliance with certain laws and regulations during the year ended June 30, 2017 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

A review was made of all disbursement journals for the year. That review disclosed no expenditures during the period under examination for materials and supplies exceeding \$30,000. No expenditures were disclosed for public works exceeding \$150,000.

Code of Ethics for Public Officials and Public Employees

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

Management provided me 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 me with the required list.

4. Determine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

None of the contracted parties included on the list provided by management in agreed-upon procedure 3 above appeared on the list provided by management in agreed-upon procedure 2 above.

Budgeting

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

Management provided me with a copy of the original budget and amendments.

6. Trace the budget adoption and amendments.

I traced the adoption of the original budget and amendment to proper documentation.

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

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted amounts by 5% or more, and actual expenditures did not exceed budgeted amounts by 5%. Final amended budget expenditures did not exceed estimated funds available.

Accounting and Reporting

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

- (a) trace payments to supporting documentation as to correct amount and payee;
- (b) determine if payments were properly coded to the correct fund and general ledger account;
- (c) determine whether payments received approval from proper authorities.

An examination of six randomly selected disbursements disclosed the following:

- (a) The six selected disbursements were for the proper amount as reflected on supporting documentation and were made to the correct payee.

- (b) The six payments were coded to the correct fund and general ledger account.
- (c) Inspection of supporting documentation for the six disbursements indicated all of the disbursements had approval from the public defender.

Debt

- 9. 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.

I inspected all deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness. Discussion with public defender also disclosed no debt proceeds.

Advances and Bonuses

- 10. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A review of the public defender's files for the year indicated no approval for payment of bonuses, advances, or gifts. I also inspected disbursements journals for of the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

My prior year report, dated December 16, 2016, did not include any comment or unresolved matters.

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

This report is intended solely for the use of the Eighth Judicial District Indigent Defender Fund 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. Although the intended use of these reports may be limited, under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana

January 16, 2018

Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

Mary Jo Finley, CPA, Inc.
116 Professional Drive
West Monroe, LA 71291

Mary Jo Finley, CPA, Inc.,

In connection with your compilation of my financial statements of the 8th Judicial District Indigent Defender Fund as of June 30, 2017 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, I make the following representations to you. I accept full responsibility for my compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. I have evaluated my compliance with the following laws and regulations prior to making these representations.

These representations are based on information available to me as of January 16, 2018.

PUBLIC BID LAW

1. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

Yes [X] No [] N/A []

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. No employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of LSA-RS 42:1101-1124.

Yes [X] No [] N/A []

3. 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 which would constitute a violation of LSA-RS 42:1119.

Yes [X] No [] N/A []

BUDGETING

4. I have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:43.

Yes No N/A

ACCOUNTING AND REPORTING

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

Yes No N/A

6. I have filed my annual financial statements in accordance with LSA-RS 24:514, as applicable.

Yes No N/A

7. I have had my financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes No N/A

DEBT

8. I have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have I 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 LSA-RS 47:1410.60 - 1410:65.

Yes No N/A

ADVANCES AND BONUSES

9. I have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes No N/A

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

I 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. I acknowledge my responsibility to disclose to you any known non-compliance which may occur subsequent to the issuance of your report.



Agency Representative

January 16, 2018

Date



Office of the Public Defender
8th Judicial District
Parish of Winn
State of Louisiana

J. KEITH GATES
Staff Attorney
JAMES E. CALHOUN
Staff Attorney
JOHN T. WOOTEN, JR.
Investigator

HERMAN A. CASTETE
Chief Public Defender

116 West Main Street
P.O. Box 428
Winnfield, LA. 71483
Phone: 318-628-3592
Fax: 318-628-5080

January 16, 2018

Office of the Legislative Auditor
State of Louisiana

Re: 2017 Audit, 8th Judicial District Public Defender

Gentlemen:

Our auditor did not receive the financial records for the 8th Judicial District Public Defender's Office in time to complete and submit our audit timely this year. The computer used for our financial records crashed and we had to go back to January 1, 2016 and reconstruct our financial records from checks and bank statements in order for our audit to be completed.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

With kindest regards, I remain

Yours very truly,

Herman A. Castete

HAC:vlk