

**District Attorney of the
Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

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Independent Auditor's Report

The Honorable J. Phillip Terrell, Jr.
District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the District Attorney of the Ninth Judicial District, Rapides Parish, Louisiana, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District Attorney of the Ninth Judicial District as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District Attorney of the Ninth Judicial District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about the District Attorney of the Ninth Judicial District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Ninth Judicial District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney of the Ninth Judicial District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

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

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States 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 for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney of the Ninth Judicial District's basic financial statements. The schedule of compensation, benefits, and other payments to agency head or chief executive officer, the Justice System Funding Schedule – Receiving Entity, and the Justice System Funding Schedule – Collecting/Disbursing Entity are presented for purposes of additional analysis and are not a required part of the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2022, on our consideration of the District Attorney of the Ninth Judicial District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District Attorney of the Ninth Judicial District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney of the Ninth Judicial District's internal control over financial reporting and compliance.

Oestriecher & Company

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

June 27, 2022

Basic Financial Statements

**Government-Wide
Financial Statements**

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Statement of Net Position
Governmental Activities
December 31, 2021**

Exhibit A

Assets		
Cash		\$ 645,547
Certificate of deposit		253,260
Receivables		143,537
Net pension asset		115,107
Capital assets, net of depreciation		
Non-depreciable		
Land and improvements	\$ 21,492	
Depreciable		
Buildings and improvements	214,642	
Equipment and furniture	39,085	
Vehicles	54,914	330,133
Total assets		<u>1,487,584</u>
DEFERRED OUTFLOWS OF RESOURCES		<u>1,281,934</u>
 Liabilities 		
Current liabilities		
Accounts payable		414,158
Compensated absences		77,783
Total current liabilities		<u>491,941</u>
Total liabilities		<u>491,941</u>
DEFERRED INFLOWS OF RESOURCES		<u>2,186,971</u>
 Net Position 		
Net investment in capital assets		330,133
Unrestricted		<u>(239,527)</u>
Total net position		<u>\$ 90,606</u>

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

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Statement of Activities
Governmental Activities
Year Ended December 31, 2021**

Exhibit B

	Program Revenues			Net (Expense) Revenue and Change in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Functions/Programs				
General government-judicial	\$ 4,522,933	\$ 2,065,785	\$ 2,701,287	\$ 244,139
General government-Special Victims	62,510	38,750	-	(23,760)
General government-judicial-Title IV-D	611,729	-	647,736	36,007
Total governmental activities	\$ 5,197,172	\$ 2,104,535	\$ 3,349,023	256,386
General revenues				
Investment earnings				1,157
Total general revenues				1,157
Change in net position				257,543
Net position, beginning of year				(166,937)
Net position, end of year				\$ 90,606

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

Fund Financial Statements

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Balance Sheet
Governmental Funds
December 31, 2021**

Exhibit C

	General Fund	Special Victims Fund	Title IV-D Fund	Total Governmental Funds
Assets				
Cash	\$ 639,974	\$ -	\$ 5,573	\$ 645,547
Certificate of deposit	253,260	-	-	253,260
Receivables	37,767	-	53,685	91,452
Interfund receivable	111,317	-	-	111,317
Total assets	\$ 1,042,318	\$ -	\$ 59,258	\$ 1,101,576
Liabilities and Fund Balances				
Liabilities				
Accounts payable	\$ 414,158	\$ -	\$ -	\$ 414,158
Interfund payables	-	-	59,232	59,232
Total liabilities	414,158	-	59,232	473,390
Fund balances				
Spendable				
Restricted				
Special Victims	-	-	-	-
Title IV-D	-	-	26	26
Unassigned	628,160	-	-	628,160
Total fund balances	628,160	-	26	628,186
Total liabilities and fund balances	\$ 1,042,318	\$ -	\$ 59,258	\$ 1,101,576

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

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
Year End December 31, 2021**

Exhibit D

Total Fund Balances-Governmental Funds	\$	628,186
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not report in the fund financial statements but are reported in the governmental activities of the Statement of Net Position.		330,133
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Pension asset not reported in the fund financial statements		115,107
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Some liabilities, such as long-term compensated absences, are not due and payable in the current period and are not included in the fund financial statements but are included in the government activities of the Statement of Net Position.		(77,783)
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A cost-sharing employer is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective deferred outflows of resources and deferred inflows of resources related to pensions. These deferrals reported on the Statement of Net Position consist of:

Deferred outflows of resources related to pension asset	1,281,934		
Deferred inflows of resources related to pension asset	<u>(2,186,971)</u>	<u>(905,037)</u>	

Net position of governmental activities in the statement of net position	\$	<u>90,606</u>
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**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended December 31, 2021**

Exhibit E

	General Fund	Special Victims Fund	Title IV-D Fund	Total Governmental Funds
Revenues				
Intergovernmental	\$ 2,643,034	\$ 38,750	\$ 647,736	\$ 3,329,520
Fees, commissions, and fines	2,072,658	-	-	2,072,658
Charges for services	65,037	-	-	65,037
Rentals, leases, and royalties	36,000	-	-	36,000
Miscellaneous	16,949	-	-	16,949
Investment earnings	1,127	13	19	1,159
Total revenues	<u>4,834,805</u>	<u>38,763</u>	<u>647,755</u>	<u>5,521,323</u>
Expenditures				
Current				
General government-judicial	4,756,670	-	-	4,756,670
General government-special victims	-	97,961	-	97,961
General government-judicial-Title IV-D	-	-	647,729	647,729
Capital outlay	61,642	-	-	61,642
Total expenditures	<u>4,818,312</u>	<u>97,961</u>	<u>647,729</u>	<u>5,564,002</u>
Excess (deficiency) of revenues over expenditures	16,493	(59,198)	26	(42,679)
Other financing sources (uses)				
Transfers out	(59,253)	(23,521)	-	(82,774)
Transfers in	23,521	59,253	-	82,774
Total other financing sources (uses)	<u>(35,732)</u>	<u>35,732</u>	<u>-</u>	<u>-</u>
Net change in fund balances	(19,239)	(23,466)	26	(42,679)
Fund balances, beginning of year	<u>647,399</u>	<u>23,466</u>	<u>-</u>	<u>670,865</u>
Fund balances, end of year	<u>\$ 628,160</u>	<u>\$ -</u>	<u>\$ 26</u>	<u>\$ 628,186</u>

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

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Reconciliation of the Statement of Revenues, Expenditures, and Changes
in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended December 31, 2021**

Exhibit F

Net change in fund balances-total governmental funds	\$	(42,679)
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the statement of activities reports only a portion of the outlay as an expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period. This is the amount by which capital outlays exceeded depreciation expense in the current period.		10,865
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Governmental funds report expenditures for compensated absences (vacation and sick leave) as the amounts are actually paid. In contrast, the statement of activities recognizes these operating expenses as the amounts are earned during the year. This is the (increase) decrease in vacation and sick leave accrued.		1,286
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Some differences reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These expenditures are as follows:

Net pension cost		(5,981)
Payroll expense		294,052

Change in net position of governmental activities	\$	257,543
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The accompanying notes are an integral part of the financial statements.

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Statement of Fiduciary Net Position
December 31, 2021**

Exhibit G

	<u>Custodial Funds</u>
Assets	
Cash	\$ 157,909
Receivable	5,000
Seized vehicles	<u>28,000</u>
 Total assets	 <u>\$ 190,909</u>
 Liabilities	
Interfund payables	\$ 52,085
Total liabilities	<u>\$ 52,085</u>
 Net Position	
Restricted for:	
Individuals, organizations, and other governments	<u>\$ 138,824</u>
 Total net position	 <u>\$ 138,824</u>

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

**District Attorney of the Ninth Judicial District
Statement of Changes in Fiduciary Net Position
December 31, 2021**

	<i>Exhibit H</i>
	<u>Custodial Funds</u>
<u>Additions</u>	
Assets seized	\$ 686,942
Restitution received	57,272
Worthless checks received	328,136
Bonds forfeited	<u>111,412</u>
Total additions	<u>1,183,762</u>
<u>Deductions</u>	
Agency disbursements	981,313
Victim disbursements	<u>320,370</u>
Total deductions	<u>1,301,683</u>
Net increase (decrease) in fiduciary net position	(117,921)
Net position - beginning	<u>256,745</u>
Net position - ended	<u><u>\$ 138,824</u></u>

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

Notes to Basic Financial Statements

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

1. Reporting Entity and Significant Accounting Policies

The financial statements of the District Attorney of the Ninth Judicial District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The more significant District Attorney's accounting policies are described below.

Reporting Entity

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

In evaluating how to define the District Attorney for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. Generally, component units are legally separate organizations for which the elected officials or appointed board members of the primary government are financially accountable. Some of the criteria considered under "legally separate organization" are as follows: (1) the capacity for the organization to have its own name; (2) the right for the organization to sue and be sued in its own name without recourse to the primary government; and (3) the right to buy, sell, lease, and mortgage property in its own name. Some of the criteria used to be considered "financially accountable" include the following: (1) appointment of a voting majority of the organization's governing body; (2) ability for the primary government to impose its will on the organization; (3) whether the organization has the potential to provide specific financial benefits to or improve specific financial burdens on the primary government; and (4) fiscal dependence of the organization. Based upon the application of these criteria, there are no component units of the District Attorney.

The District Attorney of the Ninth Judicial District is a part of the district court system of the State of Louisiana. However, the District Attorney operates autonomously from the State of Louisiana and independently from the district court system. The District Attorney does, however, rely upon the Rapides Parish Police Jury for facility space and certain other costs. Therefore, under GAAP and guidelines issued by the Louisiana Legislative Auditor, the District

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

Attorney is considered a component unit of the Rapides Parish Police Jury. This report only includes all funds that are controlled by or dependent upon the District Attorney of the Ninth Judicial District.

Basis of Presentation

The District Attorney's Basic Financial Statements consist of Government-Wide Financial Statements, including a Statement of Net Position and a Statement of Activities, and Fund Financial Statements, which provide a more detailed level of financial information.

Government-Wide Financial Statements – The Government-Wide Financial Statements include the Statement of Net Position and the Statement of Activities. These statements report financial information for the District Attorney as a whole.

Fiduciary activities are not included at the government-wide reporting level. Fiduciary funds are reported only in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position at the Fund Financial Statement level. Individual funds are not displayed. The Statement of Fiduciary Net Position presents the financial position of the governmental activities at year-end.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District Attorney's governmental activities. Direct expenses are those that are specifically associated with a function and therefore clearly identifiable to that particular function. The District Attorney does not allocate indirect expenses to functions in the Statement of Activities. The Statement of Activities reports the expenses of a given function offset by program revenues directly connected with the functional program. Program revenues include the following: charges for services which report fees and other charges to users of the District Attorney's services; operating grants and contributions that are restricted to meeting the operational activities of a function; and capital grants and contributions which fund the acquisition of capital assets. These revenues are subject to externally imposed restrictions to these program uses. For identifying to which function program revenue pertains, the determining factor for charges for services is which function generates the revenue. For grants and contributions, the determining factor is to which functions the revenues are restricted. Revenues not classified as program revenues are presented as general revenues, which include interest and other unrestricted revenues. The comparison of program revenues and expenses identifies the extent to which each program is self-financing or draws from the general revenues of the District Attorney.

Fund Financial Statements - The financial transactions of the District Attorney are recorded in individual funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

include its assets, liabilities, fund equity, revenues, and expenditures. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with legal and contractual provisions.

Funds are classified into two categories: governmental and fiduciary. Each category, in turn, is divided into separate “fund types.” The following fund types are used by the District Attorney’s office:

Governmental funds are used to account for all or most of a government’s general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds). The Fund Financial Statements report financial information by major funds and non-major funds. However, there are no non-major funds at this time. The following Governmental Funds are considered major funds:

General Fund—The General Fund is used to account for the twelve percent (12%) commission on fines collected, the thirty percent (30%) commission on bonds forfeited, the twenty percent (20%) commission on forfeited assets, the twenty-five percent (25%) commission from the Louisiana Commissioner of Insurance, the commission on court costs, certain grants not accounted for in a special revenue fund, legal fees received from other governmental units, fees for collection on worthless checks, and pretrial intervention income, and to account for resources traditionally associated with the District Attorney which are not required to be accounted for in another fund.

Special Victims Fund – Special Revenue Fund—The Special Victims Fund is used to account for expenditure and subsequent receipt of grants from the Louisiana Commission on Law Enforcement. The purpose of this fund is to account for the operations in combating violent crimes and providing support services to crime victims.

Title IV-D Fund—Special Revenue Fund—The Title IV-D is used to account for expenditure and subsequent receipt of reimbursement grants from the Louisiana Department of Social Services, authorized by Act 117 of 1975 to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of this fund is to account for the operations in enforcement of the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

Fiduciary Funds—Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. The District Attorney accounts for its custodial funds in this category. Custodial funds consist of the Restitution Fund, Worthless Checks Fund, Special Asset Forfeiture Trust Fund, and the Bond Forfeiture Fund. They consist of monies deposited for restitution to victims of certain

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

crimes, payment of worthless checks, money and property seized in illegal activities, and forfeited bonds. Disbursements from the various custodial funds are made to the appropriate agencies, litigants, merchants, and others as prescribed by the statute.

Basis of Accounting / Measurement Focus

Government-Wide Financial Statements

The Government-Wide Financial Statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenditures are recognized when incurred.

Fund Financial Statements

Governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the Government-Wide statements and the statements for governmental funds.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the Government-Wide Financial Statements. Major individual governmental funds are reported as separate columns in the Fund Financial Statements.

Fund Financial Statements report detailed information about the District Attorney's office. 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.

Governmental Funds

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. The modified accrual basis of accounting is used by all governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available).

“Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The District Attorney considers all revenue available if they are collected within 60 days after the year-end. Expenditures are recorded when the related fund liability is

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
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Notes to Basic Financial Statements

incurred. However, principal and interest on long-term debt, which has not matured, are recognized when paid.

Fiduciary Funds

The District Attorney has four custodial funds. Unlike other types of funds, custodial funds report only assets and liabilities. Therefore, custodial funds cannot be said to have a measurement focus; however, they use the modified accrual basis of accounting to recognize receivables and payables.

Budgets

Budgets are adopted on the cash basis of accounting for the General Fund and Title IV-D Fund. Adjustments necessary to convert the budget information to the modified accrual basis are disclosed on the budgetary comparison schedule on page 45 and 46. On-behalf payments for salaries and related benefits paid by the State of Louisiana and the Rapides Parish Police Jury are not included in the reported budget for the General Fund. All annual appropriations lapse at year-end.

The District Attorney follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The District Attorney prepares a proposed budget no later than fifteen days prior to the beginning of each fiscal year.
2. A public notice is published notifying the public that a public hearing will be held for the purpose of adopting the budget.
3. A public hearing is held on the proposed budget after publication of the call for the hearing.
4. After the public hearing and completion of all actions necessary to finalize and implement the budget, the budget is adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgets are controlled at the fund level. Budgeted amounts shown in the financial statements are as originally adopted or as amended from time to time by the District Attorney.

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

Cash

Cash includes amounts on hand as well as amounts in demand deposits and interest-bearing demand deposits. Under state law, the District Attorney may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with banks organized under Louisiana law, or any other state in the United States of America or under the laws of the United States of America.

Receivables

Receivables are charged against income as they become uncollectible. In the opinion of management, all receivables at year-end were considered collectible, and an allowance for doubtful accounts was not considered necessary.

Short-term Interfund Receivables/Payables

Short-term interfund loans are classified as “interfund receivables/payables”. The governmental funds interfund receivables/payables are eliminated for reporting in the Statement of Net Position.

Capital Assets

In the Government-Wide Financial Statements, capital assets are valued at historical cost or estimated cost if historical cost is not known. Donated assets, if any, are valued at estimated fair market value on date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized. A capitalization threshold of \$1,000 has been adopted for reporting purposes. Capital assets are depreciated on a straight-line method over the following estimated useful lives:

Buildings and improvements	40 years
Equipment and furniture	3-12 years
Vehicles	5 years

Capital assets provided by the Rapides Parish Police Jury are not recorded on the financial statements of the District Attorney.

In the Fund Financial Statements, capital assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisitions are reflected as expenditures in governmental funds. No provision is made for depreciation on capital assets in the fund Financial Statements since the full cost is expensed at the time of purchase.

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
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Compensated Absences

Full-time employees of the District Attorney earn 15 days of annual leave and 18 days of sick leave each year. Annual leave can be accumulated and carried over up to a maximum of 20 days. Upon termination of retirement, all accumulated sick leave lapses while accumulated annual leave is paid, not to exceed 25 days. No liability is recorded for non-vesting accumulating rights to receive sick pay benefits.

Vested or accumulated leave is accrued in the period the liability is incurred. Compensated absences expected to be financed from governmental funds are not reported in the balance sheet of the Fund Financial Statements; however, compensated absences are reported in the Statement of Net Position in the Government-Wide Financial Statements. No liability is recorded for compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the employer and employee.

Net Position

Net position is reported as restricted when constraints placed on net position are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

In cases where the District Attorney receives restricted and unrestricted monies for the same purpose, the restricted monies are used first.

Fund Equity

As of December 31, 2021, fund balances of the governmental funds are classified as follows:

Non-spendable—amounts that cannot be spent either because they are in non-spendable 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, charter requirements or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulation of other governments.

Committed—amounts that can be used only for specific purposes determined by a formal action of the District Attorney. The District Attorney is the highest level of decision-making authority. Commitments may be established, modified, or rescinded only through resolutions

**District Attorney of the Ninth Judicial District
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approved by the District Attorney. There are no committed fund balances at December 31, 2021.

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 District Attorney of the Ninth Judicial District’s policy, only the District Attorney may assign amounts for specific purposes.

Unassigned—all other spendable amounts.

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

Interfund Transactions

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers.

Interfund balances are eliminated in the Government-Wide Financial Statements.

On-Behalf Payments

The accompanying financial statements include on-behalf payments made by the Rapides Parish Police Jury, its Criminal Court Fund, and the State of Louisiana for salaries and related fringe benefits of the District Attorney’s employees, as required by accounting principles generally accepted in the United States of America.

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.

**District Attorney of the Ninth Judicial District
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Pensions

For purposes of measuring the net pension liability/asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System and District Attorneys' Retirement System, and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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.

2. *Cash and Certificate of Deposit*

At December 31, 2021, the District Attorney had cash and a certificate of deposit as follows:

Cash—Governmental Funds	\$ 898,807
Cash—Fiduciary Funds	<u>157,909</u>
	\$ 1,056,716

These deposits are stated at cost. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the 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 agent bank.

Custodial credit risk is the risk that in the event of a bank failure, the District Attorney's deposits may not be returned. As of December 31, 2021, the District Attorney's bank balance of \$1,311,919 was not exposed to custodial credit risk in that \$500,000 was secured by federal deposit insurance and \$1,433,921 was collateralized by securities held by the pledging banks in the District Attorney's name.

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Notes to Basic Financial Statements

3. *Receivables*

Grants	\$ 53,685
Due from other governmental entities	<u>37,767</u>
	\$ 91,452

4. *Interfund Receivables/Payables*

<u>Receivable Fund</u>	<u>Payable Fund</u>	
General Fund	IV-D Funds	\$ 59,232
	Custodial Funds	
General Fund	Asset Forfeiture Fund	42,200
General Fund	Restitution Fund	9,692
General Fund	Worthless Checks Fund	93
General Fund	Bond Forfeiture Fund	<u>100</u>
		\$ 111,317

Balances at year-end result from routine timing differences between the dates that receipts are incurred and reimbursements are made from the General Fund to the Title IV-D Fund and from the various Fiduciary Funds.

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Notes to Basic Financial Statements

5. Capital Assets

	January 1, <u>2021</u>	<u>Additions</u>	<u>Deductions</u>	Dec 31 , <u>2021</u>
Governmental activities				
Capital assets not being depreciated				
Land and improvements	\$ 21,492	\$ -	\$ -	\$ 21,492
Other capital assets				
Building and improvements	462,197	-	-	462,197
Equipment and furniture	165,038	13,419	-	178,457
Vehicles	<u>302,349</u>	<u>48,223</u>	-	<u>350,572</u>
Total other capital assets	929,584	61,642	-	991,226
Less				
Accumulated depreciation				
Buildings and improvements	238,878	12,727	-	251,605
Equipment and furniture	124,622	10,700	-	135,322
Vehicles	<u>268,308</u>	<u>27,350</u>	-	<u>295,658</u>
Total accumulated depreciation	<u>631,808</u>	<u>50,777</u>	-	<u>682,585</u>
Other capital assets, net	<u>297,776</u>	<u>10,865</u>	-	<u>308,641</u>
Capital assets, net	\$ 319,268	\$ 10,865	\$ -	\$ 330,133

Depreciation expense was charged to functions as follows:

Governmental Activities	
General government – Judicial	\$ 35,533
General government – Special Victims Division	2,518
General government – Judicial – Title IV – D	<u>12,726</u>
Total depreciation expense for governmental activities	\$ 50,777

6. Compensated Absences

Balance, beginning of year	\$ 79,069
Additions	85,301
Deductions	<u>(86,587)</u>
Balance, end of year	\$ 77,783
Due within one year	\$ 77,783

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7. *Lease and Rental Commitments*

The General fund charges rent to the Title IV-D Fund on a monthly basis for their use of facility space. The Title IV-D Fund paid \$3,000 per month during the year ended December 31, 2021. This transaction is eliminated in the Government-Wide Financial Statements.

The District Attorney entered into an operating lease for three Canon copiers on May 31, 2017. The lease agreement expires on May 31, 2022 and has a monthly lease payment of \$858. Total equipment lease expense for 2021 was \$10,296.

Under the terms of the operating lease at December 31, 2021, future minimum lease payment requirements are as follows:

<u>Year</u>	<u>Amount</u>
2022	4,290

8. *Defined Benefit Pension Plans*

The District Attorney is a participating employer in two cost-sharing defined benefit pension plans. The District Attorney and Assistant District Attorneys are members of the Louisiana District Attorneys' Retirement System. All other employees of the District Attorney are members of the Parochial Employees' Retirement System of Louisiana, Plan A. These retirement systems are statewide cost sharing, multiple-employer defined benefit public employee retirement systems and are controlled and administered by separate boards of trustees.

The District Attorney implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB 68. These standards require the District Attorney to record its proportional share of each of the pension plan's Net Pension Liability and report the following disclosures:

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Plan Descriptions

Louisiana District Attorneys' Retirement System

Eligibility

Assistant district attorneys who earn, as a minimum, the amount paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment, and all district attorneys, are required to participate in the System.

Members who joined the System before July 1, 1990

For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions are eligible to receive a normal retirement benefit equal to 3% of the member's average final compensation for each year of creditable service multiplied by the years of membership service if they:

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

Members are eligible for early retirement if they:

- have 10 or more years of creditable service and are at least age 60
- have 18 years or more of creditable service and are at least age 55

Members who retire prior to age 60 with less than 23 years of service credit receive a retirement benefit reduced 3% for each year of age below 60. Members who retire prior to age 62 who have less than 18 years of service receive a retirement benefit reduced 3% for each year of age below 62. Retirement benefits may not exceed 100% of final average compensation.

Members who joined the System after July 1, 1990

For member who joined the System after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive normal retirement benefits of 3.5% of the member's final average compensation multiplied by years of membership service if they:

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

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Members are eligible for early retirement if they:

- have 18 or more years of creditable service and are at least age 55

The early retirement benefit is equal to the normal retirement benefit reduced 3% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100% of average final compensation.

Disability benefits

The District Attorneys' Retirement System also provides death and disability benefits. Benefits are awarded to active contributing members with at least 10 years of service who are found to be totally disabled as a result of injuries incurred while in active service. The member receives a benefit equal to 3 percent (3.5 percent for members covered under the new retirement provisions) of his average final compensation multiplied by the lesser of his actual service (not to be less than 15 years) or projected continued service to age 60.

Death benefits

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

Withdrawal from service

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

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Cost of living increases

The Board of Trustees is authorized to grant retired members and surviving beneficiaries of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and surviving beneficiaries who are sixty-five years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the board may grant an increase to retirees in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1. In order for the board to grant any of these increases, the System must meet certain criteria detailed in the statute related to funding status and interest earnings.

Back-DROP

In lieu of receiving a service retirement allowance, any member who has more years of service than are required for a normal retirement may elect to receive a Back-Deferred Retirement Option Program (Back-DROP) benefit.

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

Prior to January 1, 2009, eligible members could elect to participate in the Deferred Retirement Option Program (DROP) for up to three years in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to one half of one percent. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in DROP. Upon termination of participation, the participant in the plan received, at his option, a lump sum from the account equal to the payments into the account or systematic disbursements from his account in any manner approved by the Board of Trustees. The monthly benefits that were being paid into the DROP would then be paid to the retiree. All amounts which

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remain credited to the individual's sub-account after termination of participation in the Plan were invested in liquid money market funds. Interest was credited thereon as actually earned.

Benefits and contribution rates

Benefits and contribution rates are established and may be amended by state law. The employer contribution rates are determined by actuarial valuation and are subject to change based on the results of the actuarial valuation.

Plan members are required by state law to contribute eight percent (8%) of their annual covered salary. The employer contribution rate for the period January 1, 2021 through June, 30, 2021 was 4% percent and for the period July 1, 2021 through December 31, 2021 was 9.5%. The District Attorney's contributions for the year ended December 31, 2021 totaled \$91,039.

The District Attorneys' Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the District Attorneys' Retirement system. That report may be obtained by writing to District Attorneys' Retirement System, 1645 Nicholson Drive, Baton Rouge, LA 70802-8143.

Parochial Employees' Retirement System of Louisiana, Plan A

Eligibility

Substantially all other employees of the District Attorney are members of the Parochial Employees' Retirement System of Louisiana, Plan A. All permanent employees who work at least 28 hours per week are required to become members on the date of employment, with limited defined exceptions.

Retirement Benefits

The retirement allowance is equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. Final average compensation shall be defined as the average of the highest consecutive 36 months' salary for members hired prior to January 1, 2007. For members hired January 1, 2007 and later, final average compensation shall be defined as the average of the highest consecutive 60 months' salary.

Any employee who was a member of the supplemental plan only prior to the revision date (January 1, 1980) has the benefit earned for service credited prior to the revision date on the basis of one percent of final compensation plus two dollars per month for each year credited prior to the revision date, and three percent of final compensation for each year of service

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credited after the revision date. The retirement allowance may not exceed one hundred percent of a member's final salary of the final average compensation.

Eligibility Provisions for Active Members Hired Prior to January 1, 2007:

7 years and age 65
10 years and age 60
25 years and age 55
30 years and any age

Eligibility Provisions for Active Members Hired January 1, 2007 and later:

7 years and age 67
10 years and age 62
30 years and age 55

Seven years of service credit is required to be eligible for a normal retirement benefit at age 65 if the member was an active member of either Plan on December 31, 2006. For employees hired January 1, 2007 and later, vesting occurs with seven years of service credit; however, these members must attain age 67 before becoming eligible for normal retirement. Eligibility to actually begin receiving benefits is a function of fulfilling the eligibility provisions of age and service.

Deferred Retirement Option Plan

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for any member who is eligible for normal retirement.

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

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account.

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Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in the Deferred Retirement Option Plan on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return, or at the option of the System, the funds may be credited to the self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the benefits payable to the participant are not the obligations of the State or the System, and that any returns or other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

Death and Disability Benefits

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

Cost of Living Increases

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

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Contribution Rates

Covered employees are required to contribute 9.5% of their salary to this Plan while the employer contributed 12.25% during 2021. The District Attorney's contributions for the year ended December 31, 2021 totaled \$203,013.

The Parochial Employees' Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the Parochial Employees' Retirement System, Plan A. That report may be obtained by writing to Parochial Employees' Retirement System, P.O. Box 14619, Baton Rouge, LA 70898-4619.

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

The following schedule lists the District's proportionate share of the Net Pension Asset (Liability) allocated by each of the pension plans as of the respective measurement dates for each plan. The District Attorney uses this measurement to record its Net Pension Asset (Liability) and associated amounts as of December 31, 2021, in accordance with GASB 68. The schedule also includes the proportionate share allocation rate used as of the respective measurement dates along with the change compared to the immediately prior measurement date. The District Attorney's proportion of the net pension liability was based on a projection of the District Attorney's long-term contributions to the plans relative to the projected contributions of all participating employers, actuarially determined.

		Net Pension		
	Measurement	Asset (Liability)	Rate at	Increase
	<u>Date</u>	<u>at Measurement</u>	<u>Measurement</u>	<u>(Decrease) to</u>
		<u>Date</u>	<u>Date</u>	<u>Prior Year Rate</u>
DARS	June 30, 2021	\$ (319,961)	1.797211%	(0.05504%)
PERS	December 31, 2020	\$ 435,068	0.248126%	0.06169%

The recognized pension expense for each plan is as follows:

DARS	\$ 3,232
PERS	<u>2,749</u>
Total	\$ 5,981

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The district reported deferred outflows of resources and deferred inflows of resources related to the pension plan as follows:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes in proportion	\$ 33,165	\$ (115,103)
Changes in proportionate contributions	-	(202,347)
Changes in assumptions	746,143	-
Differences between expected and actual experience	208,574	(150,175)
Net difference between projected and actual earnings on pension plan investments	-	(1,719,346)
District Attorney contributions subsequent to the measurement date	<u>294,052</u>	<u>-</u>
Total	\$ 1,281,934	\$ (2,186,971)

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
DARS	\$ 462,194	\$ (963,416)
PERS	<u>819,740</u>	<u>(1,223,555)</u>
	\$ 1,281,934	\$ (2,186,971)

The District Attorney reported a total of \$294,052 as deferred outflows of resources related to pension contributions made subsequent to the measurement date which will be recognized as a reduction in Net Pension Liability in the year ended December 31, 2021. The following schedule lists the pension contributions made subsequent to the measurement period for each pension plan:

DARS	\$ 91,039
PERS	<u>203,013</u>
Total	\$ 294,052

**District Attorney of the Ninth Judicial District
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Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Deferral Period</u>	<u>DARS</u>	<u>PERS</u>	<u>Total</u>
2022	\$ (94,669)	\$ (199,154)	\$ (293,823)
2023	(68,625)	(76,256)	(144,881)
2024	(159,822)	(290,105)	(449,927)
2025	<u>(171,738)</u>	<u>(138,720)</u>	<u>(310,458)</u>
Totals	\$ (494,854)	\$ (704,235)	\$ (1,199,089)

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Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plan as of the measurement period for each plan are as follows:

	<u>PERS</u>	<u>DARS</u>
Valuation Date	December 31, 2020	June 30, 2021
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Actuarial Assumptions: Expected Remaining Service Lives	4 years	5 years
Investment Rate of Return	6.40% net of expenses	6.10% net of expenses
Inflation Rate	2.30% per annum	2.30% per annum
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub 2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for Females using MP2018 scale.	Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Employees, General Above-Median Healthy Retirees, and General Disabled Retirees, multiplied by 115% for males and females for current employees, each with full generational projection using the MP2019 scale.
Salary Increases	4.75%	5.00%

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Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.	Only those previously granted
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Rate of return

The methods used by the retirement plans in determining the long-term rate of return on pension plan investments are as follows:

PERS

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.30% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 6.4% for the year ended December 31, 2020.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2020 are summarized in the following table:

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<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed income	33%	0.86%
Equity	51%	3.36%
Alternatives	14%	0.67%
Real assets	<u>2%</u>	<u>0.11%</u>
 Total	 <u>100%</u>	 <u>5.00%</u>
 Inflation		 <u>2.00%</u>
Expected Arithmetic Nominal Return		<u>7.00%</u>

DARS

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 8.25% for the year ended June 30, 2021.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2021 are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Target Asset Allocation</u>	<u>Rates of Return</u>	
		<u>Real</u>	<u>Nominal</u>
Equities	57.11%	6.43%	
Fixed income	30.19%	0.94%	
Alternatives	12.67%	0.89%	
Cash	<u>.03%</u>	0.00%	
 Totals (Nominal)	 <u>100.00%</u>		 5.80%
 Inflation			 <u>2.45%</u>
Expected Arithmetic Nominal Return			<u>8.25%</u>

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

Discount rate

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for PERS and DARS was 6.40% and 6.10% respectively for the measurement period years ended December 31, 2020 and June 30, 2021.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following table presents the District Attorney's proportionate share of the Net Pension Liability (NPL) using the discount rate of each Retirement System as well as what the District Attorney's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate used by each of the Retirement Systems. Amounts in (brackets) represent a net pension asset.

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
DARS			
Rates	5.10%	6.10%	7.10%
District's Share of NPL	\$ 1,568,837	\$ 319,961	\$ (726,329)
PERS			
Rates	5.40%	6.40%	7.40%
District's Share of NPL	\$ 912,210	\$ (435,068)	\$ (1,563,387)

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

Special Funding Situation

A special funding situation is defined as circumstances in which a non-employer entity is legally responsible for making contributions directly to a pension plan that is used to provide pensions to the employees of another entity or entities and either (1) the amount of contributions for which the non-employer entity legally is responsible is not dependent upon one or more events unrelated to pensions or (2) the non-employer is the only entity with a legal obligation to make contributions directly to a pension plan.

Louisiana Revised Statute 16:10-11 stipulates that certain salary amounts for District Attorneys (DAs) and Assistant District Attorneys (ADAs) are payable by the State of Louisiana (State). Further, the total employer contributions allocable to that portion of the respective DAs and ADAs salaries are paid directly to DARS by the State and the allocated share of the State's net pension liability is not recognized in the District Attorney's net pension liability.

9. *On-Behalf Payments*

Rapides Parish Police Jury General Fund	\$ 613,914
Rapides Parish Police Jury Criminal Court Fund	1,078,017
Rapides Parish Police Jury Forgiveness of Accounts Payable	116,000
State of Louisiana	<u>835,103</u>
	\$ 2,643,034

10. *Risk Management*

The District Attorney is exposed to various risks of loss related to torts, theft, or damage and destruction of assets. The District Attorney carries insurance coverage on the Title IV-D building, and the Rapides Parish Police Jury carries commercial insurance coverage on other assets. No claims from these risks have exceeded commercial insurance coverage in any of the past three years.

11. *Contingent Liabilities*

Under the terms of federal and state grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Any disallowed claims, including amounts already collected, could become a liability of the District Attorney of the Ninth Judicial District. The District Attorney's management believes disallowances, if any, will not be material.

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
December 31, 2021**

Notes to Basic Financial Statements

Several assistant district attorneys have been named as defendants in various legal actions, the results of which are not presently determinable. The amount of losses, if any, that may arise from these suits cannot be reasonably estimated. However, in the opinion of management, the amount of losses, if any, would not materially affect the District Attorney's financial position. No provision for losses is included in the financial statements.

12. *Subsequent Events*

Management has evaluated subsequent events through the date the financial statements were available to be issued, June 27, 2021. On May 6, 2022 the District Attorney of the Ninth Judicial District received a letter from the Rapides Parish Police Jury stating \$116,000 of amounts due to the Police Jury from the District Attorney were forgiven as of December 31, 2021. This was a form of COVID-19 relief, and was recorded in the financial statements as intergovernmental revenue.

Required Supplementary Information

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Budgetary Comparison Schedule
General Fund
Year Ended December 31, 2021**

Schedule I

	Budgeted Amounts		Actual (Budgetary Basis)	Variance with Final Budget- Positive
	Original	Final	(See Note A)	(Negative)
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Fees, commissions, and fines	2,642,300	2,009,600	2,072,658	63,058
Charges for service	40,000	55,000	65,037	10,037
Rentals, leases, and royalties	36,000	36,000	36,000	-
Grants	-	-	-	-
Investment earnings	250	275	1,127	852
Miscellaneous	5,000	9,000	16,949	7,949
Total Revenues	2,723,550	2,109,875	2,191,771	81,896
Expenditures				
Current				
General government-judicial	2,512,600	2,298,550	2,229,636	68,914
Capital outlay	3,500	51,000	61,642	(10,642)
Total expenditures	2,516,100	2,349,550	2,291,278	58,272
Excess of revenues over expenditures	207,450	(239,675)	(99,507)	23,624
Other financing sources				
Intergovernmental forgiveness of accounts payable	-	-	116,000	116,000
Transfers in	-	-	23,521	23,521
Transfers out	-	-	(59,253)	(59,253)
Total other financing sources	-	-	80,268	(35,732)
Net change in fund balances	207,450	(239,675)	(19,239)	220,436
Fund balances, beginning of year	647,399	647,399	647,399	-
Fund balances, end of year	\$ 854,849	\$ 407,724	\$ 628,160	\$ 220,436

Note A-Explanation of difference between revenues, expenditures and other financing sources (uses) for the general fund on a budgetary basis (Schedule H) and General Fund on a GAAP basis (Exhibit E).

Revenues

Actual (budgetary basis) "revenues" from the budgetary comparison schedule	\$ 2,191,771
Adjustments:	
The district attorney does not budget for on-behalf support provided by the State of Louisiana and the Rapides Parish Police Jury	2,643,034
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balances	\$ 4,834,805

Expenditures

Actual (budgetary basis) "expenditures" from the budgetary comparison schedule	\$ 2,291,278
Adjustments:	
The district attorney does not budget for on-behalf salaries and related benefits paid directly by the State of Louisiana and the Rapides Parish Police Jury	2,527,034
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances	\$ 4,818,312

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

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Budgetary Comparison Schedule
Title IV-D Fund
Year Ended December 31, 2021**

	<u>Budgeted Amounts</u>			<i>Schedule J</i>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Variance with Final Budget- Positive (Negative)
Revenues				
Intergovernmental	\$ 770,620	\$ 650,000	\$ 647,736	\$ (2,264)
Investment earnings	-	-	19	19
Total revenues	<u>770,620</u>	<u>650,000</u>	<u>647,755</u>	<u>(2,245)</u>
Expenditures				
Current				
General government-judicial-Title IV-D	770,620	650,000	647,729	(2,271)
Capital outlay	-	-	-	-
Total expenditures	<u>770,620</u>	<u>650,000</u>	<u>647,729</u>	<u>(2,271)</u>
Excess of revenues over expenditures	-	-	26	26
Other financing uses				
Transfers out	-	-	-	-
Total other financing uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	-	-	26	26
Fund balances, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26</u>	<u>\$ 26</u>

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

District Attorney of the Ninth Judicial District
Schedules of Required Supplementary Information - Pension
District Attorneys' Retirement System
Year ended December 31, 2021

Schedule K

**Schedule of the Employer's Proportionate Share
of the Net Pension Liability**

Fiscal Year*	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered-employee payroll	Agency's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability
2021	1.79721%	319,961	2,024,398	16%	93.1%
2020	1.85226%	1,467,492	2,136,979	69%	93.1%
2019	1.87192%	602,203	2,146,065	28%	93.1%
2018	2.31860%	746,107	1,744,664	43%	92.9%
2017	2.05163%	553,369	1,870,516	30%	93.6%
2016	2.46700%	472,202	1,861,630	25%	95.0%
2015	2.05562%	110,727	1,833,675	6%	98.5%

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

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

Schedule of Employer Contributions

Fiscal Year*	(a) Statutorily Required Contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution Deficiency (Excess)	Agency's covered-employee payroll	Contributions as a percentage of covered-employee payroll
2021	\$ 91,039	\$ 91,039	-	\$ 2,024,398	4.5%
2020	58,637	58,637	-	2,136,979	2.7%
2019	38,570	38,570	-	2,146,065	1.8%
2018	9,013	9,013	-	1,744,664	0.5%
2017	60,201	60,201	-	1,870,516	3.2%
2016	92,458	92,458	-	1,861,630	5.0%
2015	126,133	126,133	-	1,833,675	6.9%

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

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

Notes to Required Supplementary Information

Changes of Benefit Terms

There were no changes of benefit terms for the year ended June 30, 2021

Changes of Assumptions

There were no changes of benefit assumptions for the year ended June 30, 2021

District Attorney of the Ninth Judicial District
Schedules of Required Supplementary Information - Pension
Parochial Employees' Retirement System
Year ended December 31, 2021

Schedule L

**Schedule of the Employer's Proportionate Share
of the Net Pension Liability**

Fiscal Year*	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered-employee payroll	Agency's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability
2021	0.24813%	\$ (435,068)	1,214,489	-36%	96.2%
2020	0.30981%	14,584	1,425,201	1%	99.9%
2019	0.30328%	1,346,066	1,420,680	95%	88.9%
2018	0.24104%	(178,909)	1,555,880	-11%	102.0%
2017	0.26148%	538,512	1,635,875	33%	94.1%
2016	0.21614%	568,937	1,428,654	40%	92.2%
2015	0.13525%	36,979	1,418,845	3%	99.1%

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

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

Schedule of Employer Contributions

Fiscal Year*	(a) Statutorily Required Contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution Deficiency (Excess)	Agency's covered-employee payroll	Contributions as a percentage of covered-employee payroll
2021	\$ 203,013	\$ 203,013	-	1,214,489	16.7%
2020	225,913	225,913	-	1,425,201	15.9%
2019	214,411	214,411	-	1,420,680	15.1%
2018	185,453	185,453	-	1,555,880	11.9%
2017	201,590	201,590	-	1,635,875	12.3%
2016	179,691	179,691	-	1,428,654	12.6%
2015	197,338	197,338	-	1,418,845	13.9%

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

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

Notes to Required Supplementary Information

Changes of Benefit Terms

There were no changes of benefit terms for the year ended December 31, 2020

Changes of Assumptions

There were no changes of benefit assumptions for the year ended December 31, 2020

Supplementary Information

**District Attorney of the Ninth Judicial District
 Rapides Parish, Louisiana
 Schedule of Compensation, Benefits and Other Payments to
 Agency Head or Chief Executive Officer
 Year Ended December 31, 2021**

Schedule M

Agency Head Name: J. Phillip Terrell, Jr.

	Purpose	Amount
Salary		\$ 185,000
Benefits-retirement		8,775
Vehicle provided by government		3,921
Conferences		3,510
Special meals		2,829
Registration fees		825
Per diem		505
Other		2,527
 Total		 \$ 207,892

See independent auditor's report.

Justice System Funding Schedule - Receiving Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information

Entity Name
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)
Date that reporting period ended (mm/dd/yyyy)

District Attorney for the 9th
Judicial District

1322

Friday, December 31, 2021

If legally separate court funds are required to be reported, a separate receiving schedule should be prepared for each fund. Examples

First Six Month Period Ended 06/30/2021	Second Six Month Period Ended 12/31/2021
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Cash Basis Presentation

10. Receipts From: (Must include one agency name and one collection type - see below - on each

<i>Rapides Parish Sheriff, Criminal Court Costs</i>	66,041	41,197
<i>Rapides Parish Sheriff, Fines</i>	21,965	14,552
<i>Rapides Parish Sheriff, 2% Bond Premium Fee</i>	60,732	68,701
<i>Rapides Parish Sheriff, Bond Assessment Fee</i>	9,142	9,331
Subtotal Receipts	157,880	133,781

11. Ending Balance of Amounts Assessed but Not Received (only applies to those agencies that assess on behalf of themselves, such as courts)

	-	-
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Collection Types to be used in the "Receipts From:" section above

- a** Civil Fees
- b** Bond Fees
- c** Asset Forfeiture/Sale
- d** Pre-Trial Diversion Program Fees
- e** Criminal Court Costs/Fees
- f** Criminal Fines - Contempt
- g** Criminal Fines - Other
- h** Restitution
- i** Probation/Parole/Supervision Fees
- j** Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
- k** Interest Earnings on Collected Balances
- l** Other (do not include collections that fit into more specific categories above)

Justice System Funding Schedule - Collecting/Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
Entity Name	District Attorney for the 9th Judicial District	
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	1322	
Date that reporting period ended (mm/dd/yyyy)	12/31/2021	
	First Six Month Period Ended 06/30/2021	Second Six Month Period Ended 12/31/2021
Cash Basis Presentation		
1. Beginning Balance of Amounts Collected (i.e. cash on hand)	312,234	496,218
2. Add: Collections		
a Civil Fees (including refundable amounts such as garnishments or advance deposits)	-	-
b Bond Fees	108,604	2,808
c Asset Forfeiture/Sale	448,205	238,737
d Pre-Trial Diversion Program Fees	-	-
e Criminal Court Costs/Fees	-	-
f Criminal Fines - Contempt	-	-
g Criminal Fines - Other	-	-
h Restitution	39,394	17,878
i Probation/Parole/Supervision Fees	-	-
j Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	-	-
k Interest Earnings on Collected Balances	133	122
l Other (do not include collections that fit into more specific categories above)	-	-
m Subtotal Collections	596,336	259,545
3. Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)		
<i>Rapides Parish Sheriff's Office - Bond Fees</i>	30,566	952
<i>Rapides Parish Police Jury - Bond Fees</i>	30,566	952
<i>Ninth Judicial Indigent Defender - Bond Fees</i>	24,453	762
<i>Rapides Parish Police Jury - Asset Forfeiture</i>	46,491	83,504
<i>Alexandria Police Department - Asset Forfeiture</i>	55,916	22,535

<i>Rapides Parish Sheriff's Office - Asset Forfeiture</i>	78,194	48,057
<i>Woodworth Police Department - Asset Forfeiture</i>	1,222	1,476
<i>Louisiana District Attorney Association - Asset Forfeiture</i>	2,325	4,175
<i>Rapides Parish Clerk of Court - Asset Forfeiture</i>	4,892	15,392
<i>Pineville Police Department - Asset Forfeiture</i>	16,018	8,227
<i>McNary Police Department - Asset Forfeiture</i>	-	2,980
<i>Rapides Parish Sheriff's Office RADE - Asset Forfeiture</i>	-	167,706

4. Less: Amounts Retained by Collecting Agency

a Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
b Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
c Amounts "Self-Disbursed" to Collecting Agency - Bond Fees	36,679	1,143
Amounts "Self-Disbursed" to Collecting Agency - Asset Forfeiture	44,166	78,790

5. Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies

a Civil Fee Refunds	-	-
b Bond Fee Refunds	-	-
c Restitution Payments to Individuals (additional detail is not required)	18,073	63,660
d Other Disbursements to Individuals (additional detail is not required)	22,791	97,636
e Payments to 3rd Party Collection/Processing Agencies	-	-

6. Subtotal Disbursements/Retainage

412,352	597,947
---------	---------

7. Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)

496,218	157,816
---------	---------

Ending Balance of "Partial Payments" Collected but not Disbursed (*only applies if collecting agency does not disburse partial payments until fully collected*) - This balance is

8. included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.

-

9. Other Information:

a Ending Balance of Total Amounts Assessed but not yet Collected (<i>i.e. receivable balance</i>)	-	-
b Total Waivers During the Fiscal Period (<i>i.e. non-cash reduction of receivable balances, such as time served or community service</i>)	-	-

**Other Reports Required by *Government Auditing
Standards* and Uniform Guidance**



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

The Honorable J. Phillip Terrell, Jr.
District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the District Attorney of the Ninth Judicial District, Rapides Parish, Louisiana, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District Attorney of the Ninth Judicial District's basic financial statements, and have issued our report thereon dated June 27, 2022.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as Finding 2021-001, as an item that we consider to be a material weakness. We also identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as Findings 2021-002, 2021-003, and 2021-004 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District Attorney's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Management's Response to Findings

The District Attorney's response to the finding identified in our audit is described in the accompanying Management's Corrective Action Plan. The District Attorney's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Oestriecher & Company

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

June 27, 2022

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Schedule of Findings and Questioned Costs
Year Ended December 31, 2021**

Section I-Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness(es) identified?	<u> X </u> Yes <u> </u> No
Significant deficiency(ies) identified?	<u> X </u> Yes <u> </u> No
Noncompliance material to the financial statements?	<u> </u> Yes <u> X </u> No
Management's Corrective Action Plan	See Attached
Management's Summary Schedule of Prior Audit Findings	See Attached
Memorandum of Recommendations and Other Comments	None Issued

Section II-Findings and Questioned Costs for Financial Statements

Finding 2021-001

Statement of condition – The District Attorney does not have adequate segregation of duties within the administrative office.

Criteria – A system of internal control procedures requires a segregation of duties so that no individual handles a transaction from start to finish.

Effect of condition – Lack of oversight could lead to improperly recorded transactions.

Cause of condition – There is only a small number of financial personnel employed by the District Attorney.

Recommendation – Management should monitor the assignment of duties to ensure there is as much segregation of duties as possible.

Questioned costs – None

Finding 2021-002

Statement of condition - Multiple vendor invoices and receipts related to credit card charges were not available for inspection by the auditor.

Criteria - All paid invoices should be filed and maintained in a manner in which they can be located.

Effect of condition - The entity does not have sufficient documentation to support expenditures.

Cause of condition - Established written policies and procedures concerning document retention were not followed.

Recommendation - Personnel should be trained on procedures related to record retention.

Questioned costs – None.

Finding 2021-003

Statement of condition - A reimbursement for lodging was overpaid in the amount of \$1,279.72.

Criteria - All employee reimbursements should be supported by documentation.

Effect of condition - The entity does not have sufficient documentation to support expenditures.

Cause of condition - Established written policies and procedures concerning employee reimbursements were not followed.

Recommendation - Personnel should be trained on procedures related to processing employee reimbursements.

Questioned costs - \$1,279.72

Finding 2021-004

Condition – An entity credit card was used to make a personal purchase of \$367.54. The funds were reimbursed the same month the transaction occurred.

Criteria - Government funds cannot be used to make personal purchases.

Effect of condition - Government funds were used to make a personal purchase.

Cause of condition - Established written policies and procedures concerning credit card use were not followed.

Recommendation - Personnel should be trained on procedures related to credit card use.

Questioned costs - \$367.54

Section III – Findings and Questioned Costs for Federal Awards

No findings or questioned costs were reported.

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Management's Corrective Action Plan
Year Ended December 31, 2021**

The District Attorney of the Ninth Judicial District respectfully submits the following corrective action plan for the year ended December 31, 2021.

Independent Public Accounting Firm:

Oestrieche & Company, CPAs
4641 Windermere Place
Alexandria, LA 71303
318-448-3556

Auditee Contact Person:

J. Phillip Terrell, Jr.
District Attorney of the Ninth
Judicial District
PO Box 7358
Alexandria, LA 71306
318-473-6650

Audit Period: January 1, 2021 through December 31, 2021

The finding from the Schedule of Findings and Questioned Costs are discussed below. The finding is numbered consistently with the number assigned in the Schedule.

Finding 2021-001

The District Attorney does not have adequate segregation of duties within the administrative office.

Planned corrective action – While management understands the nature of the finding and the necessity of hiring additional qualified personnel, the benefits of hiring additional qualified personnel do not outweigh the costs.

Finding 2021-002

Multiple vendor invoices and receipts related to credit card charges were not available for inspection by the auditor.

Planned corrective action - Employees will be trained on written policies and procedures related to record retention.

Finding 2021-003

A reimbursement for lodging was overpaid in the amount of \$1,279.72

Planned corrective action - Employees will be trained on written policies and procedures related to travel and expense reimbursement.

Finding 2021-004

An entity credit card was used to make a personal purchase of \$367.54. The funds were reimbursed the same month the transaction occurred.

Planned corrective action - Employees will be trained on policies and procedures related to credit card use.

**District Attorney of the Ninth Judicial District
Rapides Parish, Louisiana
Management's Summary Schedule of Prior Audit Findings
Year Ended December 31, 2021**

Section I – Internal Control and Compliance Material to the Financial Statements

Finding 2020-001

The District Attorney does not have adequate segregation of duties within the administrative office.

Planned corrective action – Condition is not resolved. See Finding 2021-001

Section II – Internal Control and Compliance Material to Federal Awards

None reported

Section III – Federal Awards Findings and Questioned Cost

None reported

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable J. Phillip Terrell Jr Authority and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The District Attorney of the Ninth Judicial District's management is responsible for those C/C areas identified in the SAUPs.

The District Attorney of the Ninth Judicial District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

Finding: The written policies related to budgeting include information on all required elements.

- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

Finding: The written policies related to purchasing include information on all required elements.

- c) **Disbursements**, including processing, reviewing, and approving.

Finding: The written policies related to disbursements include information on all required elements.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Finding: The written policies related to receipts/collections include information on all required elements.

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Finding: The written policies related to payroll/personnel include information on all required elements.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

Finding: The written policies related to contracting include information on all required elements.

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Finding: The written policies related to credit cards include information on all required elements.

- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Finding: The written policies related to travel and expense reimbursements include information on all required elements.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Finding: The written policies related to ethics include information on all required elements.

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

Finding: The written policies related to debt service include information on all required elements.

- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Finding: The written policies related to information technology disaster recovery/business continuity include all required elements.

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Finding: The written policies related to sexual harassment include all required elements.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Finding: The District Attorney of the Ninth Judicial District does not have a board or finance committee. This section is not applicable.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.

Finding: The District Attorney of the Ninth Judicial District does not have a board or finance committee. This section is not applicable.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Finding: The District Attorney of the Ninth Judicial District does not have a board or finance committee. This section is not applicable.

Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

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

Finding: Four of the five bank reconciliations observed include evidence they were prepared within 2 months of the related statement closing date. One bank reconciliation observed was prepared more than 2 months of the related statement closing date.

Management's Response: In the future, all bank reconciliations will be prepared within 2 months of the related statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Finding: Bank reconciliations observed include evidence that a member of management who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Finding: Management has researched reconciling items that have been outstanding for more than 12 months.

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Finding: The District Attorney of the Ninth Judicial District provided a listing of cash collection locations.

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

- a) Employees responsible for cash collections do not share cash drawers/registers.

Finding: Employees responsible for cash collections do not share cash drawers/registers.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

Finding: Employees responsible for collecting cash are not responsible for preparing/making bank deposits.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Finding: Employees responsible for collecting cash are not responsible for posting collection entries to the general ledger or subsidiary ledgers.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Finding: Employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers are not responsible for collecting cash.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Finding: The entity had an insurance policy for theft which covered all employees having access to cash. The insurance policy was in effect during the audited period.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

Finding: All receipts are sequentially pre-numbered.

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

Finding: All sequentially pre-numbered receipts, system reports, and collection documentation were traced to the deposit slips.

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

Finding: All deposit slip totals were traced to the actual deposit per the bank statement.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Finding: The depository is less than ten miles from the collection location. Three deposits were made more than one business day after receipt at the collection location.

Management's Response: All collections will be deposited the following business day in the future.

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

Finding: All deposits were traced to the general ledger.

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

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

Finding: The District Attorney of the Ninth Judicial District provided a listing of locations that process payments.

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

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Finding: At least two employees are involved in approving purchases and making purchases. Purchase requests are not used by the entity.

- b) At least two employees are involved in processing and approving payments to vendors.

Finding: At least two employees are involved in processing and approving payments to vendors.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

Finding: The employee responsible for processing payments can add/modify vendor files. However, all transactions are reviewed by someone who is not responsible for processing payments.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Finding: The employee responsible for processing payments is also responsible for mailing signed checks.

Management's Response: Checks will be mailed by an employee not responsible for processing payments in the future.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

Finding: All disbursements selected for testing were matched to the related invoice or supporting documentation and indicated the deliverables were received by the entity.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Finding: Four of the five selected disbursements do not include evidence of segregation of duties tested under #9. These checks were signed by an employee that is also responsible for processing payments.

Management's Response: Due to the limited staff, the employee responsible for processing payments will only sign checks when all other staff with signature authority are out of the office.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Finding: The District Attorney of the Ninth Judicial District provided a list of all credit cards and fuel cards and represented the listing was complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Finding: Monthly statements, combined statements, and supporting documentation were reviewed and approved in writing by someone other than the authorized card holder.

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

Finding: No finance charges or late fees were assessed on the selected statement.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Finding: Original itemized receipts identifying what was purchased, written documentation of the business/public purpose, and documentation of the individuals participating in meals were not present for all tested transactions. The missing receipts totaled \$343.44. For all missing receipts there was a missing receipt statement, signed by the cardholder, which detailed the purpose of the transactions.

Management's Response: Management will continue to require cardholders to complete a "missing receipt statement" and will also train staff on the written policies and procedures related to credit card use.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

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

Finding: The District Attorney of the Ninth Judicial District provided a list of all travel and travel-related expense reimbursements during the fiscal period and represented that the listing is complete.

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Finding: One reimbursement for mileage was overpaid by one cent per mile. All per diem disbursements were at approved rates.

Management's Response: Employees will be trained on policies and procedures related to mileage reimbursements.

- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Finding: One reimbursement was issued at a rate higher than the cost to the employee. This overpayment is detailed in Finding 2021-003 on page 58 of the audited financial statements.

Management's Response: Employees will be trained on policies and procedures related to employee reimbursements.

- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Finding: Each reimbursement was supported by documentation of the business/public purpose.

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Finding: All reimbursements were reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Findings: The District Attorney of the Ninth Judicial District provided a list of all contracts and represented the listing was complete.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Finding: All of the contracts selected for testing were below the dollar threshold and, therefore, not subject to the Louisiana Public Bid Law.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

Finding: The District Attorney of the Ninth Judicial District does not have a governing body/board. Contracts are approved by the First Assistant District Attorney.

- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

Finding: No contracts subject to testing were amended.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Finding: All payments selected for testing were in accordance with the contract terms.

Payroll and Personnel

16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Findings: Payroll for the District Attorney of the Ninth Judicial District is paid by the Rapides Parish Police Jury. Auditor could not review this documentation since all information is filed at the Rapides Parish Police Jury.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

Finding: See note above. This is not applicable.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Finding: See note above. This is not applicable.

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Finding: See note above. This is not applicable.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Finding: See note above. This is not applicable.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Finding: See note above. This is not applicable.

19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Finding: See note above. This is not applicable.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Finding: All employees tested completed one hour of ethics training during the fiscal period.

- b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Finding: There were no changes to the entity's ethics policy during the fiscal period.

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

Finding: The entity does not have any bonds/notes or other debt agreements.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Finding: The entity does not have any bonds/notes or other debt agreements.

Fraud Notice

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

Finding: Management represented there were no misappropriations of public funds or assets during the fiscal year.

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

Finding: The required notice has been posted by the entity on both its premises and its website.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If

backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

Finding: We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

Finding: We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Finding: We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Finding: Each employee selected for tested had documentation of completing at least one hour of sexual harassment training during the year.

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Finding: The entity has posted its sexual harassment policy and complaint procedure on its website.

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;

Finding: All employees have completed the training requirements.

- b) Number of sexual harassment complaints received by the agency;

Finding: No sexual harassment complaints were received by the agency.

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

Finding: No sexual harassment complaints were received by the agency.

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

Finding: No sexual harassment complaints were received by the agency.

- e) Amount of time it took to resolve each complaint.

Finding: No sexual harassment complaints were received by the agency.

We were engaged by the District Attorney of the Ninth Judicial District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District Attorney of the Ninth Judicial District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Oestriecher & Company

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

June 27, 2022