

**TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
ANNUAL FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2024**

**TWENTIETH JUDICIAL DISTRICT OF LOUISIANA  
ANNUAL FINANCIAL STATEMENTS WITH SUPPLEMENTAL INFORMATION  
YEAR END JUNE 30, 2024**

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# MC DUFFIE K. HERROD, LTD.

(A Professional Accounting Corporation)

**McDUFFIE K. HERROD**

**CERTIFIED PUBLIC ACCOUNTANT**

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Rhonda Covington  
The District Public Defender  
Twentieth Judicial District of Louisiana  
P.O. Box 68  
Clinton, Louisiana 70722

We have reviewed the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Twentieth Judicial District Public Defender of Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Twentieth Judicial District Public Defender's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Twentieth Judicial District Public Defender. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

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

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and the standards applicable to review engagements contained in *Governmental Auditing Standards* issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Twentieth Judicial District, Louisiana, and to meet

our ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

#### **Accountant's Conclusion**

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

#### **Required Supplementary Information**


Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedules 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. The information is the responsibility of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

#### **Other Supplementary Information**

The accompanying supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This includes the Schedule of Compensation Paid to the Agency Head. This information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

The accompanying Justice System Funding Schedules (reporting schedules) are presented for purposes of additional analysis and are not a required part of the basic financial statements. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with the reporting framework prescribed by Louisiana Statute 24:515.2 and the Louisiana Legislative Auditor. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated December 23, 2024, on the results of our agreed-upon procedures.

  
McDuffie K. Herrod, Ltd. (APAC)  
Clinton, LA  
December 23, 2024

**REQUIRED SUPPLEMENTAL INFORMATION (Part 1)**  
**MANAGEMENT DISCUSSION AND ANALYSIS**

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2024

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34. Its purpose is to provide an overview of the financial activities of the District based on currently known facts, decisions or conditions.

## OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

These financial statements are comprised of three components - (1) government-wide financial statements, (2) fund financial statements and, (3) notes to the financial statements. There is also other supplemental information contained in this report provided for additional information.

**Government-wide Financial Statements.** The government-wide financial statements present financial information for all activities of the Public Defender from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Public Defender's overall financial status. They include a statement of net assets and statement of activities.

**Statement of Net Position.** This statement presents information on all of the Public Defender's assets and deferred outflows of resources, and liabilities and deferred inflows of resources with the difference between these reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Public Defender is improving or not.

**Statement of Activities.** This statement presents information showing how the Public Defender's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event, giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Public Defender's financial reliance on general revenues.

The government-wide financial statements can be found on pages 6-7 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Public Defender uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Twentieth Judicial District Public Defender has only one category of funds: governmental funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the District's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide reconciliation to the government-wide

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2024

statements to assist in understanding the differences between the two viewpoints.

Governmental funds of the Twentieth Judicial District Public Defender include a general fund that is used to account for all accounts not required to be accounted for separately and a special revenue fund used to account for proceeds legally restricted for the purpose of street maintenance.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements and begin on page 12.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Twentieth Judicial District Public Defender's budgetary comparisons that start on page 23. These schedules indicate the Twentieth Judicial District Public Defender's compliance with its adopted and final revised budgets.

## FINANCIAL ANALYSIS OF THE PUBLIC DEFENDER

Net position is an indicator of the Twentieth Judicial District Public Defender's financial position from year to year. A summary of net position follows.

	<u>Governmental Activities</u>	
	<u>2024</u>	<u>2023</u>
<b>Assets &amp; Deferred Outflows</b>		
Current and other assets	\$117,074	\$135,666
Investments	40,000	40,000
Capital assets, net	146,022	148,527
Net pension asset	0	0
Pension related outflows	55,999	106,851
Total Assets	359,095	431,044
<b>Liabilities &amp; Deferred Inflows</b>		
Current liabilities	9,835	7,856
Deferred revenue	0	18,750
Net pension liability	20,676	81,925
Pension related Inflows	9,169	10,073
Total Liabilities & Deferred Inflows	39,680	118,604
<b>Net Position</b>		
Net investment in capital assets	0	148,527
Unrestricted	319,415	163,913
Net Position	<u>\$319,415</u>	<u>\$312,440</u>

**TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2024**

A summary of changes in net position is as follows:

	<u>Governmental Activities</u>	
	<u>2024</u>	<u>2023</u>
<b>Revenues / Transfers</b>		
General revenues:		
Fines and forfeitures	\$ 56,947	\$ 64,829
Pension related revenue	0	0
Grants and other contributions	428,253	434,137
Interest earned	322	87
Total Revenues	<u>485,522</u>	<u>499,053</u>
 Total Expenses	 <u>478,547</u>	 <u>491,312</u>
Change in net assets	<u>\$ 6,975</u>	<u>\$7,741</u>

**CAPITAL ASSET AND DEBT ADMINISTRATION**

Capital Assets: The Twentieth Judicial District Public Defender's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2024 and 2023, was \$146,022 and \$148,527 respectively. There were \$3,461 asset additions for 2024.

The Public Defender has no long-term obligations.

**BUDGETARY HIGHLIGHTS**

The budget for 2024-25 does not anticipate any additional grant funding at this time. We will continue to search for avenues to obtain funding for improving the legal services provided within the Twentieth Judicial District Public Defender's boundaries as well as attracting competent attorneys to handle the caseload. This does present a challenge for improvements as well as operations.

**ADDITIONAL INFORMATION**

A copy of this report or additional information may be obtained by writing or contacting the Public Defender, P.O. Box 68, Clinton, Louisiana 70722, telephone number 225-683-3620.



## **BASIC FINANCIAL STATEMENTS**

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
STATEMENT OF NET POSITION  
JUNE 30, 2024

CURRENT ASSETS

Cash & cash equivalents	\$ 117,074
Accounts receivable, net	-
Investments	40,000
Total Current Assets	<u>157,074</u>

NON CURRENT ASSETS

Capital assets, net of accumulated depreciation	\$ 146,022
Net Pension Asset	-
Total Non Current Assets	<u>146,022</u>

TOTAL ASSETS	<u>303,096</u>
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DEFERRED OUTFLOWS OF RESOURCES

Pension related	55,999
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LIABILITIES

Payroll and related payables	9,835
Net pension liability	20,676
	<u>30,511</u>

DEFERRED INFLOWS OF RESOURCES

Deferred revenue	-
Pension related	9,169
	<u>9,169</u>

NET POSITION

Net investment in capital assets	-
Unrestricted - Unassigned	<u>319,415</u>

Total Net Position	<u>319,415</u>
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TOTAL LIABILITIES AND NET POSITION	<u>\$ 359,095</u>
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TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2024

Functions / Programs	Expenses	Program Revenues		Net Revenues(Expenses)
		Charges Services	Operating Grants & Contributions	Capital Grants & Contributions
General government	\$ 16,649			\$ (16,649)
Public defense	461,898		428,253	(33,645)
Total Governmental Activities	<u>\$ 478,547</u>	-	<u>428,253</u>	<u>-</u>
		General Revenues		
			Fines and forfeitures	56,947
			Pension related revenue	-
			Interest earned	<u>322</u>
		Total General Revenues		57,269
		Change in Net Position		<u>6,975</u>
		Net Position, beginning		<u>312,440</u>
		Net Position, ending		<u>\$ 319,415</u>

See Accompanying Notes and Accountants' Review Report

## **FUND FINANCIAL STATEMENTS**

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
 BALANCE SHEET  
 JUNE 30, 2024

<u>ASSETS</u>		<u>General Fund</u>
Cash and cash equivalents		\$ 117,074
Receivables, net		-
Investments		40,000
	<u>Total Assets</u>	<u>157,074</u>
<u>LIABILITIES AND FUND BALANCE</u>		
<u>Liabilities</u>		
Payroll and related payables		9,835
	<u>Total Liabilities</u>	<u>9,835</u>
<u>Fund Balance</u>		
Unrestricted		147,239
	<u>Total Liabilities and Fund Equity</u>	<u>\$ 157,074</u>

See Accompanying Notes and Accountants' Review Report

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
 RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET  
 TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION  
 JUNE 30, 2024

Total Fund Balances - Total Governmental Funds	\$	147,239
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Amounts reported for governmental activities in the  
Statement of Net Position are different because:

Deferred Outflows - Pension Related		55,999
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Net Pension Asset		-
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Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet		146,022
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Long-term liabilities are not due and payable in the current period and,  
therefore, are not reported on the Balance Sheet:

Net Pension Liability		(20,676)
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Deferred Inflows - Pension Related		(9,169)
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Total Net Position - Governmental Activities	\$	<u>319,415</u>
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See Accompanying Notes and Accountants' Review Report

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
 STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS  
 YEAR ENDED JUNE 30, 2024

<u>REVENUES</u>	<u>General Fund</u>
Fines and forfeitures	\$ 56,947
Grants and other contributions	428,253
Interest earned	322
<u>Total Revenues</u>	<u>485,522</u>
<u>EXPENDITURES</u>	
General government	16,649
Public defense	470,694
<u>Total Expenditures</u>	<u>487,343</u>
Excess of Expenditures Over Revenues - Change in Fund Balance	(1,821)
Fund Balance, beginning	149,060
Fund Balance, ending	<u>\$ 147,239</u>

See Accompanying Notes and Accountants' Review Report



TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
 RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCES OF GOVERNMENT FUNDS  
 TO THE STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2024

Net Change in Fund Balance - Total Governmental Funds	\$	(1,821)
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Amounts reported for governmental activities in the  
Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their useful lives as depreciation expense. This is the amount by which depreciation differed from capital outlay charged in the current period.		2,504
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Change in Net Pension assets & liabilities		6,292
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Change in Net Position - Governmental Activities	\$	6,975
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See Accompanying Notes and Accountants' Review Report

## **NOTES TO FINANCIAL STATEMENTS**

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

## INTRODUCTION

The Twentieth Judicial District Public Defender Board was established for the Twentieth Judicial District by Louisiana Revised Statute 15:144 – 15:148. On August 15, 2007, the Board was abolished and authority transferred to the District Public Defender by Act No. 307 known as the Public Defender Act.

The main purpose of the Public Defender is to provide legal counsel for public defendants that could not otherwise afford representation.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Basis of Presentation:** The accounting and reporting practice of the Twentieth Judicial District Public Defender conforms to governmental accounting principles generally accepted in the United States of America. Such accounting and reporting procedures also conform to the requirements of the Governmental Accounting Standards (GASB) which is the standard-setting body for establishing governmental accounting and financial reporting principles.

**Financial Reporting Entity:** Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Public Defender includes all funds which are controlled by or dependent on the Public Defender which was determined on the basis of oversight responsibility, including accountability for fiscal and budget matter, designation of management or governing authority and authority to issue debt. While the Public Defender is a part of the district court system, state statute gives each district Public Defender control over its own operations. It operates autonomously from the State of Louisiana and independently from the district court system and, therefore, issues its own financial statements.

**Government-Wide Accounting:** In accordance with Government Accounting Standards Boards Statement No. 34, the Public Defender has presented a statement of net position and statement of activities for the Public Defender as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental-type and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

### Eliminating Internal Activity

Interfund receivables and payables are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses from one function to another or within the same function is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Fixed assets, such as furniture and fixtures, are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net assets.

Program Revenues

The statement of activities presents three categories of program revenues - (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Twentieth Judicial District Public Defender. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are restricted for a specific use.

Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Twentieth Judicial District Public Defender has chosen not to do so.

Operating / Non-operating Revenues

Proprietary funds separately report operating and non-operating revenues. Revenues from transactions of the Public Defender's operation are considered operating revenues. All other revenues, which are reported as cash flows from capital or non-capital financing and investing, are reported as non-operating revenues.

Restricted Net Position

Restricted net positions are those for which a constraint has been imposed either externally or by law. The Twentieth Judicial District Public Defender recognizes the use of restricted resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted net position is used.

**Fund Accounting:** The Twentieth Judicial District Public Defender uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate entity with a self-balancing set of accounts. Funds of the Twentieth Judicial District Public Defender has only one category: governmental. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

**Governmental Funds:** Governmental funds account for all or most of the Twentieth Judicial District Public Defender's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Twentieth Judicial District Public Defender include:

1. General Fund - is the general operating fund of the Public Defender and accounts for all financial resources, except those required to be accounted for in other funds.

**Basis of Accounting/Measurement Focus:** In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification, and subsequent GASB pronouncements, is recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of governmental-type activities are included in the statement of net position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

**Budgets:** The Twentieth Judicial District Public Defender is not required under Louisiana Revised Statutes to have public meetings on the adoption of its budget. The Twentieth Judicial District Public Defender prepares an annual budget for review by the Louisiana Public Defender Board. It is reviewed periodically during the year.

**Cash and Cash Equivalents:** Cash includes amounts in demand deposits, interest bearing demand deposits and money market savings. Cash equivalents include amounts in time deposits and those investments with original maturities of ninety (90) days or less. Under state law, the Twentieth Judicial District Public Defender may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law or any other state of the United States or under the laws of the United States.

**Investments:** Investments are limited by La. Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair market value, based on quoted market prices, with the corresponding increase or decrease reported in investment earnings.

**Capital Assets:** The Twentieth Judicial District Public Defender's assets are recorded at historical cost or estimated cost if historical cost is not available. Depreciation is recorded using the straight-line method over the useful lives of the assets of 5 years for equipment and 7-10 years for office furniture. The Twentieth Judicial District Public Defender's capitalization policy includes adding all assets with a value of \$1,000 or more. However, assets that are less in value may be capitalized if their use will benefit more than one period such as recording equipment or computers.

**Long-Term Obligations:** In the government-wide financial statements, debt principal payments of governmental-type activities are reported as decreases in the balance of the liability on the statement

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

of net position. In the fund financial statements of governmental activities, however, debt principal payments of governmental funds are recognized as expenditures when paid.

The Twentieth Judicial District Public Defender does not have any long-term debt.

**Restricted Net Position:**

Net position that is reserved by external sources such as banks or by law are reported separately as restricted net position. When assets are required to be retained in perpetuity, the resulting non-expendable net position are recorded separately from expendable net position. These are components of restricted net position.

**Unrestricted Net Position:**

This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

In the balance sheet of governmental funds, fund balances are segregated as follows:

*Non-spendable* - that portion of net resources that cannot be spent because of its form or because it must be maintained intact

*Restricted* - net resources for which an external and enforceable limitation was placed on its use either by creditors, grantors, contributors or laws/regulations of other governments

*Committed* - net resources with a self-imposed limitation set in place by the governing body through a formal action of that body as to its intended use prior to year-end

*Assigned* - net resources for which an intended specific use is placed by the governing body, a committee thereof or by an official designated to handle that particular use not requiring a formal action of the governing body

*Unassigned* - that portion of net resources not otherwise classified as non-spendable, restricted, committed or assigned, i.e. surplus.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

Deposits are stated at cost, which approximates market. Under state law, they must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding, or custodial bank mutually acceptable to both parties.

Even though pledged securities are considered uncollateralized under the provisions of GASB Statement No. 3, La. Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

With the adoption of GASB Statement No. 40, only deposits that are considered exposed to custodial credit risk are required to be disclosed. The Twentieth Judicial District Public Defender has no deposits (bank balances) that are considered uninsured and uncollateralized at June 30, 2024.

Cash at June 30, 2024, amounted to \$117,074 held in interest-bearing demand deposits.

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

**NOTE 3 – INVESTMENTS**

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured and unregistered, not registered in the name of the entity or are held either by the counter-party's trust department or agent but not in the entity's name. Investments of the Twentieth Judicial District Public Defender are certificates of deposit held by the counter-party in the Twentieth Judicial District Public Defender's name. They are secured from risk by \$250,000 of federal deposit insurance and pledged collateral.

Investments of the Public Defender include long-term certificates of deposit in the amount of \$40,000 held at The Highlands Bank. The cost equals the fair market value at June 30, 2024.

**NOTE 4 – RECEIVABLES**

The following is a summary of governmental funds receivables at June 30, 2024:

There were no receivables at year-end.

**NOTE 5 -CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2024, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital Assets, being depreciated				
Furniture and equipment	\$ 17,077	3,461		\$ 20,538
Building	126,408			126,408
Leasehold Improvements	30,049			30,049
Less: Accumulated depreciation	(25,008)	(5,965)		(30,973)
Capital Assets, total	<u>\$ 148,526</u>	<u>\$ (2,504)</u>		<u>\$ 146,022</u>

**NOTE 6 -ACCOUNTS AND OTHER PAYABLES**

The following is a summary of current payables at June 30, 2024:

Payroll withholding taxes	\$ 4,819
Retirement payable	<u>5,016</u>
	<u>\$ 9,835</u>

**NOTE 7 - OTHER POST-EMPLOYMENT BENEFITS**

The Public Defender does not provide any post-employment benefits to its employees.

**NOTE 8 – PENSION PLAN**

All full time employees of the Public Defender, regularly scheduled over 28 hours, are eligible to be members of the Parochial Employees Retirement System of Louisiana, a multiple-employer, public employee retirement system, controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. Eligible employees of the Public Defender are members of Plan A. Contributions of

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

participating agencies are pooled within the system to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds are eligible to participate in the System. Employees hired prior to 1/1/07 are eligible to retire with 7 years of creditable service at age 65, 10 years of creditable service at age 60, 25 years of creditable service at age 55, or 30 or more years of creditable service at any age. Employees hired 1/1/07 and later are eligible to retire with 7 years of service at age 67, 10 years of service at age 62 or with 30 years of service at age 55.

Generally, the monthly amount of the retirement allowance for any member of Plan A shall consist of an amount equal to 3% of the members' final average compensation multiplied by his years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

**Survivor Benefits:** Plan A members survivor benefits are outlined in the Statutes.

**Deferred Retirement Option Plan:** Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement. In lieu of terminating employment and accepting a service retirement, any member of Plan A who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for 3 years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in 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. 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 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 and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

**Disability Benefits:** For Plan A, a member shall be eligible to retire and receive a disability benefit if he/she was hired prior to January 1, 2007, and has at least 5 years of creditable service or if hired after January 1, 2007, has 7 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 Plan A shall be paid a disability benefit equal to the lesser of an amount equal to 3% of the member's final average compensation multiplied by his years of service, not to be less than 15, or 3% multiplied by years of service assuming continued service to age 60.

**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



**TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

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 65 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. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

**Employer Contributions:** According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2023, the actuarially determined contribution rate was 7.10% for member's compensation for Plan A. However, the actual rate for the fiscal year ending December 31, 2023 was 11.5% for Plan A. For 2023, members were required to contribute 9.5% of their annual covered salary and the Public Defender was required to contribute 11.50% of annual covered payroll. The Public Defender contributed \$5,560 during 2023 as its share of contributions. The Public Defender does not guarantee the benefits granted by the retirement system. In 2023, the Public Defender had 2 full time qualified staff members.

**Non-Employer Contributions:** According to the state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge Parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities.

**Pension Liabilities, Pension Expense, and Deferred Outflows and Deferred Inflows of Resources:** At June 30, 2024, the Public Defender reported assets in its financial statements of \$20,676 for its proportionate share of the net pension liabilities of PERS. The net pension liabilities are measured as of December 31, 2023 and the total pension asset used to calculate the net pension obligation was determined by separate actuarial valuations performed as of that date. The Public Defender's proportion of the net pension liability was based on a projection of the Public Defender's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2023, the Public Defender's proportional share of PERS was 0.021702%.

At June 30, 2024, the Public Defender reported deferred outflows and deferred inflows of resources related to pensions from the following sources:

<b>Deferred Flows of Resources:</b>	<u><b>Outflows</b></u>	<u><b>Inflows</b></u>
Differences between expected and actual experience	\$ 9,791	\$ 5,550
Net difference between projected and actual earnings on Pension Plan Investments	33,322	0
Changes in Assumption	0	3,602
Changes in Proportion	958	17
Employer contributions subsequent to measurement date	11,928	0
	<u>\$ 55,999</u>	<u>\$ 9,169</u>

The Public Defender reported \$11,928 as deferred outflows of resources related to pension contributions made subsequent to the plan's measurement period of December 31, 2023, which will be recognized as a reduction in net pension asset in the Public Defender's fiscal year ended June 30, 2024.

**TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**Actuarial Methods and Assumptions:** A summary of the actuarial methods and assumptions used in determining the total pension liability for Plan A as of December 31, 2023 are as follows:

Valuation Date	December 31, 2023
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.40% (Net of investment expense)
Expected Remaining Service lives	4 years
Projected Salary Increases	4.75%
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 increase not yet authorized by the Board of Trustees.
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2021 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 MP2021 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2021 scale for disabled annuitants.

The discount rate used to measure the total pension liability was 6.40%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best estimates of expected future real rates of return (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-

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

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 2.40% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.50% for the year ended December 31, 2023.

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, 2023 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income	33%	1.12%
Equity	51%	3.20%
Alternatives	14%	0.67%
Real Assets	2%	0.11%
Totals	100%	5.10%
Inflation		2.40%
Expected Arithmetic Nominal Return		7.50%

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2018 through December 31, 2022. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale.

The following presents the net pension liability/(asset) of the participating employers as of December 31, 2023 calculated using the discount rate of 6.40%, as well as what the employers' net pension liability/(asset) would be if it were calculated using a discount rate that is one percentage point lower 5.40% or one percentage point higher 7.40% than the current rate.

	Plan A Changes in Discount Rate		
	1% Decrease (5.40%)	Current Discount Rate (6.40%)	1% Increase (7.40%)
Net Pension Liability (Asset)	\$ (147,527)	\$ 20,676	\$ 85,803

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

**NOTE 9 – GOVERNMENTAL FUND REVENUES AND EXPENDITURES**

For the year ended June 30, 2024, the major sources of governmental fund revenues and expenditures were as follows:

**Revenues:**

<b>Local Government</b>	
Statutory fines, forfeitures, fee,	
Court costs and other	\$56,947
Grants and other contributions	<u>428,253</u>
	485,200
 <b>Investment Earnings</b>	 <u>322</u>
<b>Total Revenues</b>	<u><b>485,522</b></u>

**Expenditures:**

<b>Personnel Services and Benefits</b>	
Salaries	224,646
Payroll taxes and retirement	<u>23,589</u>
<b>Total</b>	<u><b>248,235</b></u>
 <b>Professional Development</b>	
Dues, licenses, and registrations	3,435
Travel	<u>5,712</u>
<b>Total</b>	<u><b>9,147</b></u>
 <b>Operating Costs</b>	
Library and Research	3,234
Contract Services – attorney/legal	159,044
Insurance	5,833
Utilities and Telephone	7,342
Other	<u>51,047</u>
<b>Total</b>	<u><b>226,500</b></u>
 <b>Capital Outlay</b>	 <u><b>3,461</b></u>
 <b>Total Expenditures</b>	 <u><u><b>\$487,343</b></u></u>

TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024

NOTE 10 -RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure.

NOTE 11 - LITIGATION

The Twentieth Judicial District Public Defender is not involved in any litigation and is not aware of any claims outstanding that require disclosure in the accompanying financial statements.

NOTE 12 – DEFERRED INFLOWS OF RESOURCES

In some instances, the GASB requires a governmental agency to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred inflows of resources result from the delayed recognition of revenues. The agency had no deferred grant revenue in this fiscal period, under GASB's guidelines.

NOTE 13 -SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 23, 2024, the date on which the financial statements are available to be issued. There were no subsequent events that required disclosure.

**REQUIRED SUPPLEMENTAL INFORMATION**  
**PART 2 OF 2**

THE DISTRICT PUBLIC DEFENDER TWENTIETH JUDICIAL DISTRICT OF LOUISIANA  
BUDGETARY COMPARISON SCHEDULE

GENERAL FUND

YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
State Government Contributions	249,000	261,379	267,177	5,798
Appropriations-Local Government	45,000	45,000	36,021	(8,979)
State Government Grants	0	0	0	0
Criminal Bond Fees	10,000	36,314	3,812	(32,502)
District Criminal Court	92,000	93,000	161,077	68,077
Charges for Service	18,000	22,050	17,113	(4,937)
Investment Earnings	100	320	322	2
Total Revenues	414,100	458,063	485,522	27,459
<b>EXPENDITURES</b>				
General Government:				
Salaries and payroll taxes	232,000	258,727	231,374	27,353
Travel / Mileage	5,000	6,043	7,994	(1,951)
Operating Services	30,200	36,035	63,346	(27,311)
Professional Services	198,500	181,843	180,988	855
Acquisitions	10,000	5,270	3,461	1,809
Other Operating Expenses	500	665	180	485
	476,200	488,583	487,343	1,240
Total Expenditures	476,200	488,583	487,343	1,240
Change in Fund Balances	(62,100)	(30,520)	(1,821)	
Fund Balances, beginning	149,060	149,060	149,060	
Fund Balances, ending	86,960	118,540	147,239	

See Accompanying Independent Accountant's Review Report

## **SUPPLEMENTAL INFORMATION**



TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO AGENCY HEAD  
YEAR ENDED JUNE 30, 2024

Public Defender: Rhonda Covington	
Salary	\$ 117,720
Membership dues	760
Auto mileage	380
Continuing education	1,236
Health insurance, dental premiums	7,872
Retirement matching (11.5 % of salary)	11,544
Total	<u>\$ 139,512</u>

See Accompanying Independent Accountant's Review Report

**TWENTIETH JUDICIAL DISTRICT PUBLIC DEFENDER  
RECEIVING ENTITY SCHEDULE  
As required by Act 87 of 2020 Regular Legislative Session**

	First Six Month Period Ended <u>12/31/2023</u>	Second Six Month Period Ended <u>6/30/2024</u>
Cash Basis Presentation		
Receipts from:		
Louisiana State Appropriations	\$ 197,805	\$ 22,496
East Feliciana Parish Sheriff Bond Fees	\$ 11,375	\$ 13,655
West Feliciana Parish Sheriff Bond Fees	\$ 5,370	\$ 5,622
East Feliciana Parish Sheriff Court Costs	\$ 21,038	\$ 34,498
West Feliciana Parish Sheriff Court Costs	\$ 20,880	\$ 20,910
East Feliciana Parish Sheriff Legal Fees	\$ 3,355	\$ 5,990
West Feliciana Parish Sheriff Legal Fees	<u>\$ 5,022</u>	<u>\$ 2,747</u>
Total Receipts	<u><u>\$ 264,845</u></u>	<u><u>\$ 105,918</u></u>

See Accompanying Independent Accountant's Review Report

## **AGREED-UPON PROCEDURES**

# MC DUFFIE K. HERROD, LTD.

(A Professional Accounting Corporation)

**McDUFFIE K. HERROD**

**CERTIFIED PUBLIC ACCOUNTANT**

Member:

American Institute of CPAs  
Society of Louisiana CPAs

POST OFFICE BOX 8436  
12410 WOODVILLE ST.  
CLINTON, LA 70722

Telephone (225) 683-3888  
Facsimile (225) 683-6733

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

Rhonda Covington  
The District Public Defender  
Twentieth Judicial District of Louisiana  
P.O. Box 68  
Clinton, Louisiana 70722

We have performed the procedures enumerated below, which were agreed to by the Public Defender and the Louisiana Legislative Auditor, on the Public Defender's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2024, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Public Defender's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

With respect to your representations included within the Louisiana Attestation Questionnaire, as of June 30, 2024 and for the year then ended, we have applied the following agreed-upon procedures:

### *Public Bid Law*

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

*There were no expenditures for the year ended June 30, 2024 that were subject to the public bid law.*

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

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

*Management provided us with the requested information.*

3. Obtain a list of all employees paid during the fiscal year.

*Management provided us with the requested information.*

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

*Management provided us with the requested information and none were noted.*

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

*Management provided us with the requested information and none appeared on both lists.*

### *Budgeting*

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

*Management provided us with the requested information.*

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

*Not applicable to this agency.*

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

*These procedures were performed and no exceptions were noted or reported.*

### *Accounting and Reporting*

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and: (a) report whether the six disbursements agree to the amount and the payee in the supporting documentation, (b) report whether the six disbursements are coded to the correct fund and general ledger account, and (c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

*Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.*

### *Meetings*

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

*Not applicable to this agency.*

### *Debt*

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

*We scanned the bank deposit slips for the fiscal period and noted no deposits which appeared to be proceeds of bank loans, bond proceeds or like indebtedness.*

### *Advances and Bonuses*

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

*We scanned payroll disbursements and found no payments or approval for payments in any documents or approval for payments to employees that would constitute bonuses, advances or gifts.*

### *State Audit Law*

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

*The agency provided the required report timely in accordance with the revised statute.*

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

*We made the inquiries and the agency entered into no contracts or like agreements.*

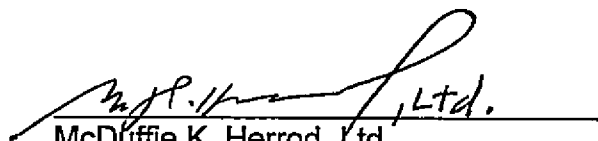
### *Prior-Year Comments*

15. Obtain and report management's representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

*The prior year report did not include any suggestions, recommendations, or comments.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Public Defender's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Public Defender's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.



McDuffie K. Herrod, Ltd.  
Clinton, LA

December 23, 2024

THE DISTRICT PUBLIC DEFENDER  
TWENTIETH JUDICIAL DISTRICT OF LOUISIANA  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2024

A. PRIOR YEAR FINDINGS - FINANCIAL STATEMENTS

There were no prior year findings to report

B. CURRENT YEAR FINDINGS – FINANCIAL STATEMENTS

There are no current year findings to report.

C. MANAGEMENT LETTER ITEMS

There are no management letter items to report as of June 30, 2024.



**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

12/27/2024 (Date Transmitted)

<u>M K HERROD, CPA</u>	(CPA Firm Name)
<u>12410 WOODVILLE ST</u>	(CPA Firm Address)
<u>CLINTON, LA 70722</u>	(City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 20, 2024 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes ☒ No ☐ N/A ☐

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

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

**Budgeting**

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

Yes ☒ No ☐ N/A ☐

**Accounting and Reporting**

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐ N/A ☐

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐ N/A ☐

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☒ No ☐ N/A ☐

#### **Meetings**

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

Yes ☒ No ☐ N/A ☐

#### **Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐ N/A ☐

#### **Advances and Bonuses**

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

Yes ☒ No ☐ N/A ☐

#### **Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes ☒ No ☐ N/A ☐

#### **General**

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes ☒ No ☐ N/A ☐

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes ☒ No ☐ N/A ☐

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes ☒ No ☐ N/A ☐

We have provided you with all relevant information and access under the terms of our agreement.

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

We are not aware of any material misstatements in the information we have provided to you.

Yes ☒ No ☐ N/A ☐

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose

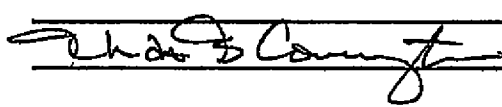
to you any such communication received between the end of the period under examination and the date of your report.

Yes ☒ No ☐ N/A ☐

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the Internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes ☒ No ☐ N/A ☐

The previous responses have been made to the best of our belief and knowledge.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
	President	12/27/2024	Date
	District Defender		