



**Office of the District Attorney
of the 34th Judicial District**

FINANCIAL STATEMENTS

December 31, 2021



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INDEPENDENT AUDITORS' REPORT

To the District Attorney of the 34th Judicial District
Chalmette, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Office of the District Attorney of the 34th Judicial District (the Office) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Office'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, the major fund, and the aggregate remaining fund information of the Office 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We are required to be independent of Office of the District Attorney of the 34th Judicial District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements 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; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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 Office of the District Attorney of the 34th 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.

Auditors' 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 auditors' 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 and *Government 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 generally accepted auditing standards 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 Office of the District Attorney of the 34th 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 Office of the District Attorney of the 34th 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4-8 and page 34, and GASB-required supplementary pension information on pages 35-36 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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

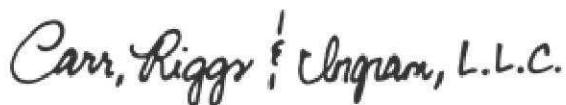
and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Office of the District Attorney of the 34th Judicial District's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head and justice system funding schedules (the Schedules) are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare 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 Schedules are 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 30, 2022 on our consideration of the Office's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 Office'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 Office's internal control over financial reporting and compliance.



Metairie, LA
June 30, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

Office of the District Attorney of the 34th Judicial District Management's Discussion and Analysis

Management's Discussion and Analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in its codification. Its purpose is to provide an overview of the financial activities of the Office of the District Attorney of the 34th Judicial District (the "Office") based on currently known facts and decisions of conditions. Please read it in conjunction with the Office's financial statements, which begin on page 9.

FINANCIAL HIGHLIGHTS

The Office's assets and deferred outflows exceeded its liabilities and deferred inflows at the close of the fiscal year by \$1,301,678, which represent an 18.34% decrease from last year.

The Office's revenues increased by \$337,621 (or 9.74%), principally due to the increase in on-behalf payroll paid by St. Bernard Parish and an increase in grants during the current year.

The Office's expenses increased by \$346,202, which represents a 9.23% increase due to the increase in on-behalf payroll paid by St. Bernard Parish and the State of Louisiana. This increase in on-behalf payroll was due to an increase in employees.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Office's basic financial statements. The Office's financial report consists of three parts: (1) management's discussion and analysis (this section), (2) basic financial statements, and (3) special reports by certified public accountants and management.

The basic financial statements include two kinds of statements that present different views of the Office:

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements are designed to provide readers with a broad overview of the Office's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of the Office's assets and liabilities, with the difference between the two reported as the net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Office is improving or deteriorating. The Statement of Activities presents information showing how the Office's net position changed during each 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 the related cash flows. Thus revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activity of the Office has charge of every criminal prosecution by its district.

Office of the District Attorney of the 34th Judicial District Management's Discussion and Analysis

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 Office has both Governmental and Fiduciary Funds.

Fund Financial Statements provide more in-depth data on the Office's most significant funds, such as its General Fund. This fund is considered a "major fund" under criteria established by GASB Statement No. 34.

GOVERNMENTAL FUNDS

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the calendar year.

Due to the narrower focus of the governmental funds than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the governmental-wide financial statements. The Governmental Fund Balance Sheet and the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

FIDUCIARY FUNDS

Fiduciary fund reporting focuses on the custodial fund net position and changes in fiduciary net position. The fund accounted for in this category by the Office is the Bond Forfeitures Fund.

NOTES TO THE FINANCIAL STATEMENTS

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

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the Office's financial position. As of December 31, 2021, assets and deferred outflows exceed liabilities and deferred inflows by \$1,301,678.

**Office of the District Attorney of the 34th Judicial District
Management's Discussion and Analysis**

CONDENSED STATEMENTS OF NET POSITION

	2021	2020	Dollar Change	Total % Change
Current and other assets	\$ 1,313,914	\$ 1,586,391	\$ (272,477)	-17.18%
Capital assets	43,408	65,843	(22,435)	-34.07%
Total assets	1,357,322	1,652,234	(294,912)	-17.85%
Deferred outflows of resources	91,569	82,042	9,527	11.61%
Total assets and deferred outflows	1,448,891	1,734,276	(285,385)	-16.46%
Total liabilities	54,178	130,100	75,922	-58.36%
Deferred inflows of resources	93,035	10,121	82,914	819.23%
Total liabilities and deferred inflows	147,213	140,221	6,992	4.99%
Net position:				
Invested in capital assets	43,408	65,843	(22,435)	-34.07%
Unrestricted	1,258,270	1,528,212	(269,942)	-17.66%
Total net position	\$ 1,301,678	\$ 1,594,055	\$ (292,377)	-18.34%

GOVERNMENTAL ACTIVITIES

Governmental activities decreased the Office's net assets by \$292,377. Key elements of this decrease are:

CONDENSED STATEMENTS OF ACTIVITIES

	2021	2020	Dollar Change	Total % Change
Revenues:				
Asset and bond forfeitures	\$ 2,792	\$ 74,768	\$ (71,976)	-96.27%
Court costs, fines and fees	148,111	97,545	50,566	51.84%
Intergovernmental revenues and on-behalf payments	3,347,032	3,016,678	330,354	10.95%
Diversion program fees	116,625	88,216	28,409	32.20%
Victims assistance	30,000	30,000	-	0.00%
Interest income	678	8,759	(8,081)	-92.26%
Non-employer pension contribution	17,806	13,189	4,617	35.01%
Victims of crime assistance	90,395	84,399	5,996	7.10%
Child support grant	30,412	30,721	(309)	-1.01%
Pre-trial intervention	21,232	22,186	(954)	-4.30%
DA Traffic and Safety	-	1,001	(1,001)	-100.00%

Office of the District Attorney of the 34th Judicial District Management's Discussion and Analysis

Total revenues	3,805,083	3,467,462	337,621	9.74%
Expenses:				
General and other governmental and other	4,097,460	3,751,258	346,202	9.23%
Total Expenses:	4,097,460	3,751,258	346,202	9.23%
Change in net position	(292,377)	(283,796)	8,581	3.02%
Net position beginning of year	1,594,055	1,877,851	(283,796)	-15.11%
Net position end of year	\$ 1,301,678	\$ 1,594,055	\$ (292,377)	-18.34%

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Office uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

GOVERNMENTAL FUNDS

The focus of the Office's governmental funds are to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Office's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year. As of the end of the current year, the Office's governmental funds reported a combined ending fund balance of \$1,290,461, a decrease of \$271,417 in comparison with the prior year that is available for spending at the Office's discretion.

The General Fund is the chief operating fund of the Office. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$1,290,461.

GENERAL FUND BUDGETARY HIGHLIGHTS

The District Attorney adopted a budget during 2021 and amended the budget to take into consideration significant changes in revenues or expenditures. A comparison of the original and amended budget to actual totals of revenues and expenditures is included on pages 34 of the financial statements.

During the year, revenues were higher than budgetary estimates by \$78,745.

CAPITAL ASSETS

The Office's investment in capital assets for its governmental activities as of December 31, 2021, amounts to \$43,408 (net of accumulated depreciation). This investment in capital assets includes vehicles and facility improvements net of any related debt.

**Office of the District Attorney of the 34th Judicial District
Management's Discussion and Analysis**

As of December 31,	2021	2020
Vehicles	\$ 166,771	\$ 166,771
Facility improvements	5,600	12,000
Less accumulated depreciation	(135,363)	(112,928)
Total	\$ 43,408	\$ 65,843

ECONOMIC FACTORS AND 2021 BUDGET

When preparing the Office's budget for 2021, the decrease in bond forfeiture revenues and increase in diversion program fees in the General Fund were considered the most significant factors.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Office's finances for all those with an interest in the Office's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Perry M. Nicosia, District Attorney, Office of the District Attorney of the 34th Judicial District, Parish of the St. Bernard, Post Office Box 947, Chalmette, LA 70044-0947.

BASIC FINANCIAL STATEMENTS

Office of the District Attorney of the 34th Judicial District
Statement of Net Position

December 31,	2021
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Current Assets	
Cash and cash equivalents	398,161
Investments - LAMP	868,477
Due from other governments	47,276
Total current assets	1,313,914
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Noncurrent Assets	
Capital assets, net of depreciation	43,408
Total assets	1,357,322
<hr/>	
Deferred Outflows of Resources	
Deferred amounts related to pension liability	91,569
Total deferred outflows of resources	91,569
<hr/>	
Current Liabilities	
Accounts payable	23,453
Non-Current Liabilities:	
Net pension liability	30,725
Total liabilities	54,178
<hr/>	
Deferred Inflows of Resources	
Deferred amounts related to pension liability	93,035
Total deferred inflows of resources	93,035
<hr/>	
Net Position	
Net investment in capital assets	43,408
Unrestricted	1,258,270
Total net position	\$ 1,301,678
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The accompanying notes are an integral part of these financial statements.

Office of the District Attorney of the 34th Judicial District
Statement of Activities

<i>For the Year Ended December 31, 2021</i>				Program Revenues	Net (Expense) Revenue and Change in Net Position
Function/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	
Governmental activities					
General government	\$ 4,097,460	288,760	150,807		(3,657,893)

General revenues	
Intergovernmental revenues - on-behalf payments	3,347,032
Interest and investment earnings	678
Non-employer pension contributions	17,806
<u>Total General Revenues</u>	<u>3,365,516</u>
Change in net position	(292,377)
<u>Net position, beginning of year</u>	<u>1,594,055</u>
<u>Net position, end of year</u>	<u>\$ 1,301,678</u>

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

**Office of the District Attorney of the 34th Judicial District
Balance Sheet - Governmental Funds**

<i>December 31, 2021</i>	General Fund
Assets	
Cash and cash equivalents	\$ 398,161
Investments-LAMP	868,477
Due from other governmental entities:	
Due from St. Bernard Parish Sheriff's Office:	
Commission on fines	2,083
Bond premium fees	1,755
Court costs	792
Due from other governments	42,646
Total assets	\$ 1,313,914
Liabilities and fund balance	
Liabilities	
Accounts payable	\$ 19,663
Due to bond forfeiture fund	3,790
Total liabilities	23,453
Fund balance	
Unassigned	1,290,461
Total fund balance	1,290,461
Total liabilities and fund balance	\$ 1,313,914

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

**Office of the District Attorney of the 34th Judicial District
Reconciliation of the Balance Sheet to the
Statement of Net Position of Governmental Funds**

<i>December 31,</i>	<i>2021</i>
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Total fund balance at December 31, 2021 - governmental fund	\$ 1,290,461
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	
Governmental capital assets	\$ 178,771
Less accumulated depreciation	(135,363) 43,408
<hr/>	
The net pension liabilities are not due and payable in the current period; therefore, the liabilities are related deferred inflows/outflows are not reported in the funds:	
Deferred outflows - pension	91,569
Deferred inflows - pension	(93,035)
Net pension liability	(30,725) (32,191)
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Net position of governmental activities	\$ 1,301,678
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The accompanying notes are an integral part of these financial statements.

**Office of the District Attorney of the 34th Judicial District
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Governmental Funds**

For the Year Ended December 31, 2021

General Fund

Revenues

Intergovernmental revenues - on-behalf payments	\$	3,347,032
Court costs, fines and fees		131,480
Diversion program fees		116,625
Victims of crime assistance grant		90,395
Child support grant		30,412
Victims assistance grant		30,000
Pre-trial intervention		21,232
Asset forfeitures		16,631
Bond forfeitures		2,792
Interest income		678

Total revenues		3,787,277
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Expenditures

Current

General government		
Personnel services	3,723,716	
Office expense	144,781	
Contract services	102,399	
Program services	45,637	
Auto and travel	39,916	
Repair and maintenance	2,245	

Total expenditures		4,058,694
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Net change in fund balance		(271,417)
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Fund balance, beginning of year		1,561,878
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Fund balance, end of year	\$	1,290,461
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The accompanying notes are an integral part of these financial statements.

**Office of the District Attorney of the 34th Judicial District
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance to the Statement of Activities of Governmental Funds**

December 31,

2021

Total net change in fund balance - governmental fund		\$ (271,417)
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental fund report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense

Depreciation expense	\$ (22,435)	(22,435)
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Some expenses 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:

Change in deferred outflows of resources - pension deferrals	9,527	
Change in deferred inflows of resources - pension deferrals	(82,914)	
Pension expense	74,862	1,475

Change in net position of governmental activities		\$ (292,377)
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The accompanying notes are an integral part of these financial statements.

Office of the District Attorney of the 34th Judicial District
Statement of Fiduciary Net Position

<i>December 31, 2021</i>	Custodial Fund - Bond Forfeitures
Assets	
Due from other governments	\$ 4,732
Total assets	\$ 4,732
Net Position	
Restricted for other governments	\$ 4,732

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

Office of the District Attorney of the 34th Judicial District
Statement of Changes in Fiduciary Net Position

<i>For the Year Ended December 31, 2021</i>	Custodial Fund - Bond Forfeitures
Additions	
Bond forfeitures collected	\$ 6,514
Total additions	6,514
Deductions	
Payments to St. Bernard Parish Sheriff	6,514
Total deductions	6,514
Change in net position	-
Net position, beginning of year	4,732
Net position, end of year	\$ 4,732

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

Office of the District Attorney of the 34th Judicial District Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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. The District Attorney performs other duties as provided by law and is elected by the qualified electors of the judicial district for a term of six years. The judicial district encompasses the parish of St. Bernard, Louisiana.

The financial statements of the Office of the District Attorney of the 34th Judicial District (the Office) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the governmental entity's accounting policies are described below.

Reporting Entity

The District Attorney is an independently elected official and is not considered fiscally dependent of the St. Bernard Parish Council (the Council). As the governing authority of the parish, for reporting purposes, the St. Bernard Parish Council is the financial reporting entity for the St. Bernard Parish. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Codification 2600 *Reporting Entity and Component Unit Presentation and Disclosure* established criteria for determining which component units should be considered part of the St. Bernard Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the Council to impose its will on that organization and/or,
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Council.
2. Organizations for which the Council does not appoint a voting majority but are fiscally dependent on the Council.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Council does not appoint the District Attorney, does not provide funding (other than the use of facilities), or have any control over the District Attorney, the District Attorney has determined that the Office is not a component unit of the St. Bernard Parish Council. The accompanying financial statements present information only on the funds maintained by the District Attorney and do not present information on the Council, the general government services provided by that governmental unit, or the other governmental units that compromise the financial reporting entity of St. Bernard Parish.

Office of the District Attorney of the 34th Judicial District Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-wide and Fund Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Office. As a general rule, the effect of interfund activity has been removed from these statements. The government-wide presentation focuses primarily on the sustainability of the Office as an entity and the change in aggregate financial position resulting from the activities for the fiscal period. Governmental activities generally are financed through fines and fees, intergovernmental revenues, and other non-exchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Intergovernmental revenues and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the governmental fund and the fiduciary fund, even though the latter is excluded from the government-wide financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Commissions on fines, Act 293 court costs, Act 834 bond premium fees, Act 52 bond forfeitures, and income from forfeitures of assets seized in illegal drug activity, and grant payments are recorded in the year they are earned. Interest income on cash balances is recorded when the income is available.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. General capital asset acquisitions are reported as expenditures in governmental funds. Acquisitions under capital leases are reported as other financing sources. Allocations of cost such as depreciation are not recognized in the governmental funds.

Office of the District Attorney of the 34th Judicial District Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when cash is received.

Fund Financial Statements

The fund financial statements provide information about the Office's funds, including its fiduciary fund. Separate statements for each fund category—governmental and fiduciary—are presented.

The following is the governmental fund of the Office:

General Fund – The general fund is the general operating fund of the Office. The General fund accounts for all financial resources except those required to be accounted for in other funds. The General Fund is always a major fund. The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that a percentage of the fines collected and bonds forfeited within the judicial district be transmitted to the District Attorney to defray the necessary expenses of the Office.

The fiduciary fund is used to report assets held in a trustee or agency capacity for others that cannot be used to support the government's own programs. The custodial fund is purely custodial and does not involve measurement of results of operations.

The fiduciary fund reporting focuses on fiduciary net position and changes in fiduciary net position. The only fund accounted for in this category is the custodial fund. The custodial fund accounts for assets held by the Office as an agent for other governments, and the assets are not derived from the Office's own-source revenues or from government-mandated non-exchange transactions or voluntary non-exchange transactions. The custodial fund uses the modified accrual basis of accounting. The Office maintains one custodial fund as follows:

Bond Forfeitures Fund – The Bond Forfeitures Custodial fund receives bond forfeiture proceeds that are collected as a result of individuals failing to show up to court after a bond has been posted on their behalf. The funds are to be allocated 50% to the St. Bernard Parish Sheriff's Office and 50% to the Office.

Budgetary Information

Budgetary basis of accounting

The General Fund annual budget is adopted on the budgetary basis of accounting and does not include on-behalf payments for salaries and benefits as described in Note 7. As required by the Louisiana Revised Statute 39:1303, the District Attorney adopted a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection, and a public hearing on the budget prior to adoption.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Budgetary Information (continued)

The appropriated budget is prepared by function and the legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the fund level. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the District Attorney. The Office's budget was amended one time during the year.

Appropriations in all budgeted funds lapse at the end of the fiscal year even if they have related encumbrances. Encumbrances are commitments related to unperformed (executory) contracts for goods or services (i.e., purchase orders, contracts, and commitments).

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity

Cash and cash equivalents

The Office's cash and cash equivalents are considered to be cash on hand, demand deposits, and demand deposits held with the Louisiana Asset Management Pool (LAMP).

Accounts Receivable

Management is of the opinion that there will be no material losses in the collection of accounts receivable. No allowance for uncollectible accounts has been provided.

Capital Assets

Capital assets, which include property, plant, and equipment are reported in the government-wide financial statements. Capital assets are defined by the Office as assets with an initial, individual cost of more than \$2,000 and an estimated useful life in excess of one year.

As the Office acquires additional capital assets each period, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or increase its estimated useful life. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Land and construction in progress are not depreciated. The other property, plant and equipment are depreciated using the straight line method over the following estimated useful lives:

Capital asset classes	Lives
Facility improvements	20 years
Automobiles	5 years

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

The Office reviews the property and equipment for impairment whenever events or changes in circumstances indicate that the carrying amount of the asset may not be recoverable.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an expense until then. The Office has one item that meets the criterion for this category, pension-related deferrals. The deferred outflows related to pensions are an aggregate of items related to pensions as calculated in accordance with GASB Codification Section P20: *Pension Activities – Reporting for Benefits Provided through Trusts That Meet Specified Criteria*. The deferred outflows related to pensions will be recognized as either pension expense or a reduction in the net pension liability in future reporting years.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Office has one item that meet the criterion for this category, pension-related deferrals. The *deferred inflows related to pensions* are an aggregate of items related to pensions as calculated in accordance with GASB Codification Section P20: *Pension Activities – Reporting for Benefits Provided through Trusts That Meet Specified Criteria*. The deferred inflows related to pensions will be recognized as a reduction to pension expense in future reporting years.

Compensated Absences

The Office's policy permits employees to earn from 10 to 25 days of annual leave each year depending on length of service. Annual leave that accumulated in one year must be used by December 31st of the following year except for 5 days may roll into the New Year. Employees accrue one day of sick leave for each month of continuous employment. Sick leave may be accumulated to a maximum of 90 days. Accumulated sick leave lapses when employees leave the employ of the Office and, accordingly upon separation from service, no monetary obligation exists.

The District Attorney's portion of accumulated annual leave is nominal at December 31, 2021. Therefore, a liability for compensated absences due to employees has not been included in the basic financial statements.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position, and additions to/deductions from the plan's 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.

Office of the District Attorney of the 34th Judicial District Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position Classifications

Net position flow assumption – Sometimes the Office will fund outlays for a particular purpose from both restricted (e.g., restricted grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Office’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

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

Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted net position - consists of net position with constraints placed on the use either by external groups such as creditors, grantors, contributions or laws or regulations of other governments, or law through constitutional provisions or enabling legislation. There was no restricted net position as of December 31, 2021.

Unrestricted net position - all other net position that do not meet the definition of "restricted" or "net investment in capital assets."

Fund Balance Classifications

Fund balance flow assumption – When both restricted and unrestricted resources are available for use, it is the Office’s intention to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the Office’s intention to use committed resources first, then assigned, and then unassigned as they are needed.

Fund balance policies – Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Office itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, specifies the following classifications:

Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact. There was no nonspendable fund balance as of December 31, 2021.

Restricted - amounts that can be spent only for a specific purpose because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributions, or the laws or regulations of other governments. There was no restricted fund balance as of December 31, 2021.

Office of the District Attorney of the 34th Judicial District Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Classifications (continued)

Committed - amounts that can be used only for specific purposes determined by a formal decision of the Office. There was no committed fund balance as of 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 a specific purpose. There was no assigned fund balance as of December 31, 2021.

Unassigned - all other spendable amounts.

Revenues and Expenditures/Expenses

Program revenues – Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions (including special assessments) that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

General revenues and special items – Amounts reported as *general revenues and special items* include 1) on-behalf payments for salaries and fringe benefits, 2) interest and investment earnings, and 3) non-employer pension contributions.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates. Estimates that are particularly susceptible to significant change in the near term are related to the pension liability.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 30, 2022 and determined there were no events that occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in the financial statements

Future Accounting Pronouncements

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Future Accounting Pronouncements (continued)

Under this Statement, a lessee is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

In May 2020, the GASB issued GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

The Office is evaluating the requirements of the above statements and the impact on reporting.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 2: CASH AND CASH EQUIVALENTS

Deposits with Financial Institutions

Under state law, the Office may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Office may invest in certificates and time deposits of state banks organized under Louisiana Law and national banks having principal offices in Louisiana.

Custodial Credit Risk – Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Office’s deposits may not be recovered or will not be able to recover the collateral securities that are in the possession of an outside party.

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Deposit balances (bank balances) at December 31, 2021, are secured as follows:

Bank Balance	\$	418,928
Insured	\$	418,928
Collateralized by pledging bank in the Office’s name		-
Total	\$	418,928

As of December 31, 2021, the Office’s total bank balance was not exposed to custodial risk.

Note 3: INVESTMENTS- LAMP

Deposits with Louisiana Asset Management Pool

At December 31, 2021, the Office had deposits of \$868,477 with the Louisiana Asset Management Pool (LAMP). LAMP is administered by LAMP, Inc., a non-profit Authority, organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets.

The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955. LAMP is rated AAAM by Standard & Poor’s.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 3: INVESTMENTS-LAMP (CONTINUED)

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to the account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the U.S. Securities and Exchange Commission (SEC) as an investment company. If you have any questions, please feel free to contact the LAMP administrative office at (800) 249-5267.

Note 4: CAPITAL ASSETS

The following is a summary of changes in capital assets during the year ended December 31, 2021:

	Balance January 1, 2021	Additions	Deletions	Balance December 31, 2021
Capital assets being depreciated				
Facility improvements	\$ 12,000	\$ -	\$ -	\$ 12,000
Automobiles	166,771	-	-	166,771
Less accumulated depreciation for				
Facility improvements	(5,000)	(600)	-	(5,600)
Automobiles	(107,928)	(21,835)	-	(129,763)
Total capital assets, net	\$ 65,843	\$ (22,435)	\$ -	\$ 43,408

Note 5: PENSION PLAN

The Office is a member of the District Attorneys' Retirement System (DARS). This system is a cost-sharing multiple-employer, defined benefit pension plan administered by a separate board of trustees.

Plan Description

The District Attorneys' Retirement System (DARS), State of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. DARS was established on August 1, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys and their assistants in each parish.

Office of the District Attorney of the 34th Judicial District Notes to Financial Statements

Note 5: PENSION PLAN (CONTINUED)

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

The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through DARS in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Benefits Provided

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Members who joined DARS before July 1, 1990, and who have elected not to be covered by the new provisions, are eligible to receive a normal retirement benefit if they have 10 or more years of creditable service and are at least age 62, or if they have 18 or more years of service and are at least age 60, or if they have 23 or more years of service and are at least age 55, or if they have 30 years of service regardless of age. The normal retirement benefit is equal to 3% of the member's average final compensation for each year of creditable service. Members are eligible for early retirement at age 60 if they have at least 10 years of creditable service or at age 55 with at least 18 years of creditable service. Members who retire prior to age 60 with, less than 23 year of 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 DARS after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5% of the member's final average compensation multiplied by years of membership service. A member is eligible for an early retirement benefit if he is age 55 and has 18 years of service credit. 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

Disability 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 three percent (3.5% for members covered under the new retirement benefit 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.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 5: PENSION PLAN (CONTINUED)

Survivor Benefits

Upon the death of a member with less than 5 years of creditable service, his accumulated contributions and interest thereon are paid to his surviving spouse, if he is married, or to his 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.

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 DARS.

Deferred Retirement Option Plan benefits (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 36 months or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement, the member's maximum monthly retirement benefit is based upon his service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In lieu of receiving the lump-sum payment, the member may leave the funds on deposit with the system in an interest bearing account.

Prior to January 1, 2009, eligible members could elect to participate in the Deferred Retirement Option Program (DROP) for up to 36 months in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to ½ of 1%. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in the DROP. Upon termination of participation, the participant in the plan received, at his option, a lump sum from the account equal to the payments into the account or systematic 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 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.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 5: PENSION PLAN (CONTINUED)

Cost of Living Adjustments

The Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and widows 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 \$1.00. In order for the board to grant any of these increases, DARS must meet certain criteria detailed in the statute related to funding status and interest earnings.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2022 and for the year ended June 30, 2021, the actual employer contribution rate was 9.50% and 4.00%, respectively. For the year ending June 30, 2022 and for the year ended June 30, 2021, the actuarially determined employer contribution rate was 8.53% and 8.99%, respectively. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set two years prior to the year effective. Contributions to the pension plan from the Office were \$8,141 for the year ended December 31, 2021.

In accordance with state statute, DARS receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended December 31, 2021.

Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension

At December 31, 2021, the Office reported a liability of \$30,725 for its proportionate share of the Net Pension Liability (NPL) of DARS. The NPL was measured as of June 30, 2021, and the total pension liability used to calculate the NPL was determined based on an actuarial valuation as of that date. The Office's proportion of the NPL was based on a projection of the Office's long-term share of contributions to the pension plans relative to the projected contribution of all participating employers, actuarially determined. At June 30, 2021, the Office's proportionate share was 0.172582% which was an increase of 0.039311% from its proportionate share measured at June 30, 2020.

For the year ended December 31, 2021, the Office recognized a total pension expense of \$24,419, plus the Office's amortization of the difference between employer contributions and proportionate share of contributions of \$(4,274).

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 5: PENSION PLAN (CONTINUED)

At year end, the Office reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
<u>DARS</u>		
Differences between expected and actual experience	\$ 9,857	\$ 9,434
Net difference between projected and actual earnings on pension plan investments	-	83,565
Changes in assumptions	57,982	-
Changes in proportion to and differences between the District Attorney's contributions and its proportionate share of contributions	17,902	36
The Office's contributions subsequent to measurement date	5,828	-
Total DARS	\$ 91,569	\$ 93,035

Deferred outflows of resources of \$5,828 related to contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the year ending December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Amount of Amortization
2022	\$ 2,340
2023	3,835
2024	(5,485)
2025	(7,984)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2021 are as follows:

Valuation date	June 30, 2021
Actuarial cost method	Entry age normal cost
Investment rate of return	6.10% net of investment expense
Inflation rate	2.20% per annum
Salary increases	5.00% (2.20% Inflation, 2.80% Merit)

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 5: PENSION PLAN (CONTINUED)

Mortality rates	Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Employees multiplied by 115% for males and females for current employees, each with full generational projection using the MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Healthy Retirees multiplied by 115% for males and females for annuitants and beneficiaries, each with full generational projection using the MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 115% for males and females for disabled retirees, each with full generational projection using the MP2019 scale.
Expected remaining service lives	5 years
Cost of Living adjustments	Only those previously granted

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of DARS' liabilities. Annuity values calculated based on this mortality were compared to those produced by using a set-back of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

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 expense and inflation) are developed for each major asset class. These ranges 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. The resulting long-term expected nominal rate of return is 8.25% for the year ended June 30, 2021.

The best estimates of arithmetic real rates of return for each major asset class based on the DARS' target asset allocation as of June 30, 2020 are summarized in the following table:

Asset Class	Long-Term Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Equities	57.11%	6.43%
Fixed income	30.19%	0.94%
Alternatives	12.67%	0.89%
Cash	0.03%	0.00%
Totals	100.00%	5.80%
Inflation		2.45%
Expected Real Rate of Return		8.25%

**Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements**

Note 5: PENSION PLAN (CONTINUED)

Discount Rate

The discount rate used to measure the total pension liability for DARS was 6.10%. 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 will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of each of DARS’s actuaries. Based on those assumptions, DARS's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the NPL to Changes in the Discount Rate.

The following presents the Office’s proportionate share of the Net Pension Liability using the discount rate of 6.10%, as well as what the Office’s proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage-point lower (5.10%) or one percentage-point higher (7.10%) than the current rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Discount Rate	5.10%	6.10%	7.10%
Share of NPL	\$ 150,652	\$ 30,725	\$ 69,748

Support of Non-employer Contributing Entities

Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The Office recognizes revenue in an amount equal to their proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended December 31, 2021, the Office recognized revenue as a result of support received from non-employer contributing entities of \$17,806.

Pension Plan Fiduciary Net Position

DARS issues publicly available financial reports that includes financial statements and required supplementary information for the system. Detailed information about the DARS’s fiduciary net position is available in the separately issued financial report. This report may be obtained by visiting the Louisiana Legislative Auditor’s website at www.la.gov and searching under the Reports section.

Note 6: RISK MANAGEMENT

The Office is insured against various risks of loss related to workers compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters through the St. Bernard Parish Government's self-insurance fund.

Office of the District Attorney of the 34th Judicial District
Notes to Financial Statements

Note 7: ON-BEHALF PAYMENTS FOR SALARIES AND FRINGE BENEFITS

The State of Louisiana and the St. Bernard Parish Government pay a portion of the salaries and benefits of the Office. The Office is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditure payments is the actual contributions made by the state and parish governments. For the year ended December 31, 2021, these on-behalf payments have been recorded in the accompanying financial statements, in accordance with GASB Codification Section N50 *Nonexchange Transactions*, as intergovernmental revenues and expenditures as follows:

General Fund:		
State of Louisiana	\$	481,075
St. Bernard Parish Government		2,865,957
<hr/>		
Total on-behalf payments	\$	3,347,032
<hr/>		

These expenditures are included in personnel services expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balance.

REQUIRED SUPPLEMENTARY INFORMATION

Office of the District Attorney of the 34th Judicial District
Budgetary Comparison Schedule
General Fund - Budgetary Basis

For the Year Ended December 31,

2021

	Budgetary Amounts			Variance with Final Budget
	Original	Final	Actual	
Revenues				
Court costs, fines and fees	\$ 109,100	\$ 109,100	\$ 131,480	\$ 22,380
Bond forfeitures	75,000	75,000	2,792	(72,208)
Asset forfeitures	-	-	16,631	16,631
Diversion program fees	37,400	37,400	116,625	79,225
Victims assistance	30,000	30,000	30,000	-
Victims of crime assistance	80,000	80,000	90,395	10,395
Child support grant	30,000	30,000	30,412	412
Pre-trial intervention	-	-	21,232	21,232
Interest income	-	-	678	678
Total Revenues	361,500	361,500	440,245	78,745
Expenditures				
General government:				
Personnel services	323,806	376,684	376,684	-
Office expense	77,824	144,781	144,781	-
Contract services	10,000	102,399	102,399	-
Program services	46,061	45,637	45,637	-
Auto and travel	8,350	39,916	39,916	-
Repair and maintenance	400	2,245	2,245	-
Total Expenditures	466,441	711,662	711,662	-
Net Change in Fund Balance	(104,941)	(350,162)	(271,417)	78,745
Fund Balances, Beginning of Year	1,561,878	1,561,878	1,561,878	-
Fund Balances, End of Year	\$ 1,456,937	\$ 1,211,716	\$ 1,290,461	\$ 78,745

Explanation of differences:

The Office does not budget for on-behalf payments made by the State of Louisiana or the Parish of St. Bernard.

Intergovernmental revenues - on-behalf payments	\$ 3,347,032
Personnel services expense - on-behalf payments	(3,347,032)
Net change in fund balance - budget to GAAP	\$ -

**Office of the District Attorney of the 34th Judicial District
Schedule of Proportionate Share of Net Pension Liability**

For the Year Ended June 30,	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered payroll	Agency's Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
District Attorneys' Retirement System of Louisiana					
2021	0.1725820%	\$ 30,725	\$ 108,185	28%	96.8%
2020	0.133271%	\$ 105,587	\$ 82,685	128%	84.9%
2019	0.110073%	\$ 35,411	\$ 64,685	55%	93.1%
2018	0.104042%	\$ 33,480	\$ 64,685	52%	92.9%
2017	0.102004%	\$ 27,513	\$ 64,685	43%	93.6%
2016	0.080170%	\$ 15,345	\$ 62,000	25%	95.1%

*Amounts presented were determined as of the measurement date (June 30).

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

Notes to the Required Supplementary Information:

Changes in Benefit Terms

There were no changes of benefit terms for the four years ended June 30, 2021.

Changes of Assumptions

The expected remaining service lives increased from 6 years to 7 years for the valuation year ended June 30, 2016.

The investment rate of return was decreased from 7.00% to 6.75% for the valuation year ended June 30, 2017.

The investment rate of return was decreased from 6.75% to 6.50% and the expected remaining service lives decreased from 7 years to 6 years for the valuation year ended June 30, 2018.

The investment rate of return was decreased from 6.50% to 6.25%, and projected salary increases was decreased from 5.50% to 5.00% for the valuation year ended June 30, 2020.

The investment rate of return was decreased from 6.25% to 6.10% for the valuation year ended June 30, 2021. The expected remaining service lives decreased from 6 years to 5 years.

**Office of the District Attorney of the 34th Judicial District
Schedule of Employer Contributions to Pension Fund**

Year Ended December 31	(a) Statutorily Required Contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution Deficiency (Excess)	Agency's covered payroll	Contributions as a percentage of covered payroll
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District Attorneys' Retirement System of Louisiana

2021	\$ 8,141	\$ 8,141	\$ -	\$ 108,185	7.53%
2020	\$ 4,027	\$ 4,027	\$ -	\$ 100,685	4.00%
2019	\$ 1,698	\$ 1,698	\$ -	\$ 64,685	2.63%
2018	\$ 404	\$ 404	\$ -	\$ 64,685	0.62%
2017	\$ -	\$ -	\$ -	\$ 64,685	0.00%
2016	\$ 1,038	\$ 1,038	\$ -	\$ 64,695	1.60%

*Amounts presented were determined as of the end of the fiscal year (December 31).

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

OTHER SUPPLEMENTARY INFORMATION

**Office of the District Attorney of the 34th Judicial District
Schedule of Compensation, Benefits, and Other Payments to Agency Head**

For the Year Ended December 31, *2021*

Agency Head Name: Perry M. Nicosia (District Attorney)

Purpose			
Salary	\$	73,907	
Fuel usage		3,442	
Cell phone		-	
Benefits-retirement		1,514	
Conference travel		9,572	
Total paid by Office of the District Attorney of the 34th Judicial District			88,435
On-behalf payments for salaries and fringe benefits:			
Salaries from the State of Louisiana		53,721	
Salaries from the Parish of St. Bernard		42,261	
Benefits from the State of Louisiana		3,771	
Benefits from the Parish of St. Bernard		14,857	
Total on-behalf payments			114,610
TOTAL			\$ 203,045

Judicial Expense Fund for Civil District Court of the Parish of Orleans
Justice System Funding Schedule - Collecting/Disbursing Entity
Cash Basis Presentation

<i>For the year ended December 31, 2021</i>	First Six Month Period Ended June 30, 2021	Second Six Month Period Ended December 31, 2021
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ -	\$ (376)
Add: Collections		
Bond Fees	3,000	6,306
Pre-Trial Diversion Program Fees	49,157	67,468
Other-Traffic & Safety	-	-
Subtotal Collections	52,157	73,774
Less: Disbursements To Governments and Nonprofits:		
<i>St. Bernard Parish Criminal Court Fund, Bond Fees</i>	750	1,577
<i>St. Bernard Parish Public Defender's Office, Bond Fees</i>	600	1,261
<i>St. Bernard Parish Sheriff's Office, Bond Fees</i>	750	1,577
Less: Amounts Retained by Collecting Agency		
Amounts "Self-Disbursed" to Collecting Agency	-	-
Bond Fees	900	1,892
Pre-Trial Diversion Program Fees	47,525	67,468
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Payments to 3rd Party Collection/Processing Agencies	2,007	1,750
Subtotal Disbursements/Retainage	52,533	75,525
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ (376)	\$ (2,126)

Judicial Expense Fund for Civil District Court of the Parish of Orleans
Justice System Funding Schedule - Receiving Entity
Cash Basis Presentation

	First Six Month Period Ended June 30, 2021	Second Six Month Period Ended December 31, 2021
<i>For the year ended December 31, 2021</i>		
<hr/>		
Receipts From:		
<i>St. Bernard Parish Sheriff's Office, Bond Fees</i>	\$ 50,202	\$ 35,076
<i>St. Bernard Parish Sheriff's Office, Criminal Court Costs/Fees</i>	9,611	8,093
<i>St. Bernard Parish Sheriff's Office, Criminal Fines - Other</i>	17,775	16,203
<hr/>		
Subtotal Receipts	\$ 77,588	\$ 59,372
<hr/>		
Ending Balance of Amounts Assessed but Not Received	\$ -	\$ -
<hr/>		

REPORTS ON INTERNAL CONTROL AND COMPLIANCE MATTERS



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INDEPENDENT AUDITORS' 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

To the District Attorney of the 34th Judicial District
Chalmette, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Office of the District Attorney of the 34th Judicial District (the Office), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Office's basic financial statements and have issued our report thereon dated June 30, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Office'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 Office'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 were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Office's financial statements are free from 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.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Office'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 Office'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.

Carr, Riggs & Ingram, L.L.C.

Metairie, LA
June 30, 2022

**Office of the District Attorney of the 34th Judicial District
Schedule of Findings and Responses
For the Year Ended December 31, 2021**

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

- | | |
|---|---------------|
| 1. Type of auditors’ report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified no considered to be material weaknesses? | None reported |
| c. Noncompliance material to the financial statements noted? | No |
| 3. Federal Awards | |
| a. There were no federal awards noted | |

SECTION II – FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III – PRIOR FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

No matters were reported.



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Perry Nicosia
District Attorney
Office of the District Attorney of the 34th Judicial District
Chalmette, Louisiana
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's management is responsible for those C/C areas identified in the SAUPs.

The District Attorney 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 results are as follows:

Written Policies and Procedures

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

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

Results: No exceptions were found as a result of applying the above procedure.

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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- e) **Payroll/Personnel**, including (1) payroll processing, and (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.**

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- 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)

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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 District Attorney's ethics policy.

Results: No exceptions were found as a result of applying the above procedure.

- j) **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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

Bank Reconciliations

- 2. Obtain a listing of District Attorney bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the District Attorney's main operating account. Select the District Attorney'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 selected each account, and observe that:

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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

- c) **Results: No exceptions were found as a result of applying the above procedure.**

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

Results: No exceptions were found as a result of applying the above procedure.

Collections (excluding electronic funds transfers)

- 3. 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).

Results: No exceptions were found as a result of applying the above procedure.

- 4. 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:

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- 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 verifies the reconciliation.

Results: No exceptions were found as a result of applying the above procedure.

- 5. 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. .

Results: No exceptions were found as a result of applying the above procedure.

- 6. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #2 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). Obtain supporting documentation for each of the 10 deposits and:

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- d) Observe that 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).

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

- 7. 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).

Results: No exceptions were found as a result of applying the above procedure.

- 8. For each location selected under #7 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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- 9. For each location selected under #8 above, obtain the District Attorney'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:

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

10. 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.

Results: No exceptions were found as a result of applying the above procedure.

11. 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 that 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) was reviewed and approved, in writing, by someone other than the authorized card holder.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

12. Using the monthly statements or combined statements selected under #11 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.

Results: No exceptions were found as a result of applying the above procedure.

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

13. 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:

a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

c) Observe that 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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

Contracts

14. 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. 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:

Results: No exceptions were found as a result of applying the above procedure.

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.

Results: No exceptions were found as a result of applying the above procedure.

b) Observe whether the contract was approved by the governing body/board, if required by policy or law.

Results: No exceptions were found as a result of applying the above procedure.

- 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).

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

Payroll and Personnel

- 15. 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.

Results: No exceptions were found as a result of applying the above procedure.

- 16. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #15 above, obtain attendance records and leave documentation for the pay period, and:

Results: No exceptions were found as a result of applying the above procedure.

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

18. 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.

Results: No exceptions were found as a result of applying the above procedure.

Ethics

19. Using the 5 randomly selected employees/officials from procedure #15 under “Payroll and Personnel”, obtain ethics documentation from management and:

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

Fraud Notice

20. 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 District Attorney reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the District Attorney is domiciled.

Results: No exceptions were found as a result of applying the above procedure.

21. Observe the District Attorney 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.

Results: No exceptions were found as a result of applying the above procedure.

Information Technology Disaster Recovery/ Business Continuity

22. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

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

- a.) Obtain and inspect the District Attorney’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).

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

- b.) Obtain and inspect the District Attorney'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.

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

- c.) Obtain a listing of the District Attorney 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.

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

Sexual Harassment

- 23. Using the 5 randomly selected employees/officials from procedure #15 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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 25. Obtain the District Attorney'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:

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

We were engaged by District Attorney 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 District Attorney 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.

Carr, Rigg & Ingram, L.L.C.

Metairie, Louisiana
June 30, 2022