



**District Attorney of the  
Fortieth Judicial District**

**FINANCIAL STATEMENTS**

**December 31, 2023**



<b>REPORT</b>	
Independent Auditor’s Report .....	1
<b>REQUIRED SUPPLEMENTARY INFORMATION (PART I)</b>	
Management’s Discussion and Analysis .....	4
<b>BASIC FINANCIAL STATEMENTS</b>	
Government-wide Financial Statements	
Statement of Net Position .....	9
Statement of Activities .....	10
Fund Financial Statements	
Balance Sheet – Governmental Funds.....	11
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position .....	12
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds .....	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities .....	14
Statement of Fiduciary Net Position.....	15
Statement of Changes in Fiduciary Net Position .....	16
Notes to Financial Statements .....	17
<b>REQUIRED SUPPLEMENTARY INFORMATION (PART II)</b>	
Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual - General Fund.....	40
Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual – Pre-Trial Intervention/Diversion Program Fund .....	41
Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual – Title IV-D Fund.....	42
Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual – Award Fund .....	43
Schedule of Proportionate Share of Net Pension Liability for Retirement Systems .....	44
Schedule of Employer Contributions to Retirement Systems .....	45

**OTHER SUPPLEMENTARY INFORMATION**

Schedule of Compensation, Benefits, and Other Payments to Agency Head ..... 46

Justice System Funding Schedule – Collecting/Disbursing Entity as Required by  
Act 87 (Cash Basis Presentation) ..... 47

Justice System Funding Schedule – Receiving Entity as Required by Act 87  
(Cash Basis Presentation)..... 48

**REPORTS ON INTERNAL CONTROL AND COMPLIANCE MATTERS**

Independent Auditor’s Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial  
Statements Performed in Accordance with *Government Auditing Standards* ..... 49

Schedule of Findings and Responses ..... 51



# REPORT





Carr, Riggs & Ingram, LLC  
3850 North Causeway Boulevard  
Suite 1400  
Two Lakeway Center  
Metairie, LA 70002

504.837.9116  
504.837.0123 (fax)  
CRlcpa.com

## **INDEPENDENT AUDITOR'S REPORT**

To the District Attorney of the Fortieth Judicial District  
Laplace, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Fortieth Judicial District (the District Attorney) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney as of December 31, 2023, 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. Our responsibilities under the standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District Attorney 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, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards 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 District Attorney's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney's ability to continue as a going concern for a reasonable period of time.

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-8, the budgetary comparison information on page 40-43, and the GASB-required supplementary pension information on pages 44-45 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.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney'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 are 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 19, 2024 on our consideration of the District Attorney'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 District Attorney's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney's internal control over financial reporting and compliance.

*Carr, Rigggs & Ingram, L.L.C.*

Metairie, LA  
June 21, 2024



# REQUIRED SUPPLEMENTARY INFORMATION (PART I)





## **District Attorney of the Fortieth 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 District Attorney of the Fortieth Judicial District (the District Attorney) based on currently known facts and decisions of conditions. Please read it in conjunction with the District Attorney's financial statements, which begin on page 9.

### **FINANCIAL HIGHLIGHTS**

The District Attorney's assets and deferred outflows exceeded its liabilities and deferred inflows at the close of the fiscal year by \$2,561,829, which represent a 11.49% decrease from last year.

The District Attorney's revenues decreased by \$62,850 (or 2.00%), principally due to the decrease in charges for services during the current year.

The District Attorney's expenses increased by \$76,849, which represents a 2.30% 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 healthcare related costs.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District Attorney's basic financial statements. The District Attorney'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 District Attorney:

### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The government-wide financial statements are designed to provide readers with a broad overview of the District Attorney's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of the District Attorney'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 District Attorney is improving or deteriorating. The Statement of Activities presents information showing how the District Attorney'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 District Attorney has charge of every criminal prosecution by its district.

## **District Attorney of the Fortieth 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 District Attorney has both Governmental and Fiduciary Funds.

Fund Financial Statements provide more in-depth data on the District Attorney'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 District Attorney is the Custodial 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 District Attorney's financial position. As of December 31, 2023, assets and deferred outflows exceed liabilities and deferred inflows by \$2,561,829.

**District Attorney of the Fortieth Judicial District  
Management's Discussion and Analysis**

**CONDENSED STATEMENTS OF NET POSITION**

	2023	2022	Dollar Change	Total % Change
Current and other assets	\$ 3,041,698	\$ 3,803,462	\$ (761,764)	-20.03%
Capital assets	33,379	136,560	(103,181)	-75.56%
Total assets	<b>3,075,077</b>	3,940,022	(864,945)	-21.95%
Deferred outflows of resources	<b>894,817</b>	810,080	84,737	10.46%
Total assets and deferred outflows	<b>3,969,894</b>	4,750,102	(780,208)	-16.43%
Total liabilities	<b>1,293,982</b>	1,212,163	81,819	6.75%
Deferred inflows of resources	<b>114,083</b>	643,402	(529,319)	-82.27%
Total liabilities and deferred inflows	<b>1,408,065</b>	1,855,565	(447,500)	-24.12%
Net position:				
Invested in capital assets	<b>33,379</b>	136,560	(103,181)	-75.56%
Restricted	<b>16,993</b>	292,799	(275,806)	-94.20%
Unrestricted	<b>2,511,457</b>	2,465,178	46,279	1.88%
Total net position	<b>\$ 2,561,829</b>	\$ 2,894,537	\$ (332,708)	-11.49%

**GOVERNMENTAL ACTIVITIES**

Governmental activities decreased the District Attorney's net position by \$332,708. Key elements of this decrease are:

**CONDENSED STATEMENTS OF ACTIVITIES**

	2023	2022	Dollar Change	Total % Change
Revenues:				
Charges for services	\$ 560,766	\$ 541,601	\$ 19,165	3.54%
Operating grants	<b>281,493</b>	263,060	18,433	7.01%
General revenues	<b>2,245,370</b>	2,345,833	(100,483)	-4.28%
Total revenues	<b>3,087,629</b>	3,150,514	(62,885)	-2.00%
Expenses:				
Judicial activities	<b>3,420,337</b>	3,343,488	76,849	2.30%
Total Expenses:	<b>3,420,337</b>	3,343,488	76,849	2.30%
Change in net position	<b>(332,708)</b>	(192,974)	(139,734)	72.41%
Net position beginning of year, restated	<b>2,894,537</b>	3,087,511	(192,974)	-6.25%
Net position end of year	<b>\$ 2,561,829</b>	\$ 2,894,537	\$ (332,708)	-11.49%

## District Attorney of the Fortieth Judicial District Management’s Discussion and Analysis

### FINANCIAL ANALYSIS OF THE GOVERNMENT’S FUNDS

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

### GOVERNMENTAL FUNDS

The focus of the District Attorney’s governmental funds are to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District Attorney’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 District Attorney’s governmental funds reported an ending fund balance of \$2,975,633, a decrease of \$142,986 in comparison with the prior year.

The General Fund is the chief operating fund of the District Attorney. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$2,855,257.

### GENERAL FUND BUDGETARY HIGHLIGHTS

The District Attorney adopted a budget for 2023 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 40-43 of the financial statements.

### CAPITAL ASSETS

The District Attorney’s investment in capital assets for its governmental activities as of December 31, 2023, amounts to \$33,379 (net of accumulated depreciation and amortization). This investment in capital assets includes vehicles, facility improvements and leased office space, net of any related debt.

As of December 31,	2023	2022
Furniture and equipment	\$ 342,911	\$ 342,911
Vehicles	36,389	36,389
Right-to-use leased asset	179,172	179,172
Less: accumulated depreciation and amortization	(525,093)	(421,912)
<b>Total</b>	<b>\$ 33,379</b>	<b>\$ 136,560</b>

## **District Attorney of the Fortieth Judicial District Management's Discussion and Analysis**

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

When preparing the District Attorney's budget for 2024, the increase in salaries and related benefits as well as a decrease in auto expenses 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 District Attorney's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Bridget A. Dinvaut, District Attorney, District Attorney of the Fortieth Judicial District, Parish of St. John the Baptist, Post Office Box 399, LaPlace, LA 70068.



# FINANCIAL STATEMENTS



**District Attorney of the Fortieth Judicial District**  
**Statement of Net Position**  
**December 31, 2023**

**ASSETS**

Cash and cash equivalents	\$	2,776,279
Intergovernmental receivables		199,081
Prepaid expenses		66,338
Capital assets being depreciated, net		33,379

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TOTAL ASSETS		3,075,077
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**DEFERRED OUTFLOWS OF RESOURCES**

Deferred amounts related to pension liability		894,817
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TOTAL DEFERRED OUTFLOWS OF RESOURCES		894,817
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**LIABILITIES**

Accounts payable and accrued liabilities		66,065
Non-current liabilities		
Net pension liabilities		1,227,917

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TOTAL LIABILITIES		1,293,982
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**DEFERRED INFLOWS OF RESOURCES**

Deferred amounts related to pension liability		114,083
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TOTAL DEFERRED INFLOWS OF RESOURCES		114,083
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**NET POSITION**

Net investment in capital assets		33,379
Restricted for Title IV-D		16,993
Unrestricted		2,511,457

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TOTAL NET POSITION	\$	2,561,829
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*The accompanying notes are an integral part of this financial statement.*

**District Attorney of the Fortieth Judicial District**  
**Statement of Activities**  
**For the Year Ended December 31, 2023**

	Program Revenues			Net (Expense) Revenue and Change in Net Position
Function/Programs	Expenses	Operating Grants	Charges for Services	Governmental Activities
<b>Governmental Activities</b>				
Judicial activities	\$ 3,420,337	\$ 281,493	\$ 560,766	\$ (2,578,078)
<b>General revenues:</b>				
Intergovernmental revenues				1,553,577
Non-employer pension contributions				110,500
On-behalf revenues				553,355
Miscellaneous income				27,938
Total general revenues				2,245,370
CHANGE IN NET POSITION				(332,708)
NET POSITION - beginning of year				2,894,537
NET POSITION - end of year				\$ 2,561,829

*The accompanying notes are an integral part of this financial statement.*



**District Attorney of the Fortieth Judicial District**  
**Balance Sheet - Governmental Funds**  
**December 31, 2023**

	General Fund	Pre-Trial Intervention/ Diversion Programs	Title IV-D	Nonmajor Awards Fund	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 2,659,774	\$ 79,460	\$ -	\$ 37,045	\$ 2,776,279
Intergovernmental receivables	174,942	820	23,319	-	199,081
Due from other funds	86,391	12,759	-	-	99,150
Prepays	64,638	-	1,700	-	66,338
<b>TOTAL ASSETS</b>	<b>\$ 2,985,745</b>	<b>\$ 93,039</b>	<b>\$ 25,019</b>	<b>\$ 37,045</b>	<b>\$ 3,140,848</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts payable and accrued liabilities	\$ 59,498	\$ 6,215	\$ 352	\$ -	\$ 66,065
Due to other funds	6,352	86,824	5,974	-	99,150
<b>TOTAL LIABILITIES</b>	<b>65,850</b>	<b>93,039</b>	<b>6,326</b>	<b>-</b>	<b>165,215</b>
<b>FUND BALANCES</b>					
Nonspendable	64,638	-	1,700	-	66,338
Restricted for Title IV-D	-	-	16,993	-	16,993
Assigned	-	-	-	37,045	37,045
Unassigned	2,855,257	-	-	-	2,855,257
<b>TOTAL FUND BALANCES</b>	<b>2,919,895</b>	<b>-</b>	<b>18,693</b>	<b>37,045</b>	<b>2,975,633</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,985,745</b>	<b>\$ 93,039</b>	<b>\$ 25,019</b>	<b>\$ 37,045</b>	<b>\$ 3,140,848</b>

*The accompanying notes are an integral part of this financial statement.*

**District Attorney of the Fortieth Judicial District**  
**Reconciliation of the Balance Sheet to the Statement of Net Position**  
**December 31, 2023**

Fund balances, total governmental funds **\$ 2,975,633**

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	558,472	
Less accumulated depreciation and amortization	(525,093)	<b>33,379</b>

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The net pension liabilities are not due and payable in the current period; therefore, the liabilities and related deferred inflows/outflows are not reported in the funds:

Deferred outflows		<b>894,817</b>
Net pension liabilities		<b>(1,227,917)</b>
Deferred inflows		<b>(114,083)</b>

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**Net position of governmental activities **\$ 2,561,829****

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*The accompanying notes are an integral part of this financial statement.*

**District Attorney of the Fortieth Judicial District**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Year Ended December 31, 2023**

	General Fund	Pre-Trial Intervention/ Diversion Programs	Title IV-D	Nonmajor Awards Fund	Total
<b>REVENUES</b>					
Court costs, fines and fees	\$ 267,431	\$ -	\$ -	\$ -	\$ 267,431
Collection of forfeitures	60,156	-	-	-	60,156
Collection fees on worthless checks	70	1,425	-	-	1,495
Intergovernmental revenues:					
Grant- Louisiana Department of Social Services	-	-	281,493	-	281,493
Victim's Assistance Coordinator Fund	30,000	-	-	-	30,000
Pre-Trial Diversion Program	-	201,684	-	-	201,684
Reimbursements	1,553,577	-	-	-	1,553,577
On-behalf revenues	553,355	-	-	-	553,355
Interest income	5,263	-	-	-	5,263
Other	15,934	1,741	-	5,000	22,675
<b>Total revenues</b>	<b>2,485,786</b>	<b>204,850</b>	<b>281,493</b>	<b>5,000</b>	<b>2,977,129</b>
<b>EXPENDITURES</b>					
Current:					
General government:					
Salaries, related taxes, and benefits	2,055,335	189,474	254,405	-	2,499,214
Local Area Compensated Enforcement Program (LACE)	-	93,235	-	-	93,235
Rent, utilities, and maintenance	104,777	-	14,394	-	119,171
Continuing education, auto, and travel	45,527	200	2,540	-	48,267
Office supplies	97,626	7,387	6,225	768	112,006
Insurance	21,298	-	-	-	21,298
Professional services	54,496	2,800	-	-	57,296
Lease payments					
Lease principal	74,993	-	15,800	-	90,793
Lease interest	1,327	-	280	-	1,607
Other	21,728	55,500	-	-	77,228
<b>Total expenditures</b>	<b>2,477,107</b>	<b>348,596</b>	<b>293,644</b>	<b>768</b>	<b>3,120,115</b>
<b>EXCESS (DEFICIENCY)</b>					
<b>OF REVENUES OVER EXPENDITURES</b>	<b>8,679</b>	<b>(143,746)</b>	<b>(12,151)</b>	<b>4,232</b>	<b>(142,986)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	268,920	322,348	-	-	591,268
Transfers out	(322,348)	-	(268,920)	-	(591,268)
<b>Total other financing sources (uses)</b>	<b>(53,428)</b>	<b>322,348</b>	<b>(268,920)</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(44,749)</b>	<b>178,602</b>	<b>(281,071)</b>	<b>4,232</b>	<b>(142,986)</b>
FUND BALANCE - beginning of year	2,964,644	(178,602)	299,764	32,813	3,118,619
<b>FUND BALANCE - end of year</b>	<b>\$ 2,919,895</b>	<b>\$ -</b>	<b>\$ 18,693</b>	<b>\$ 37,045</b>	<b>\$ 2,975,633</b>

*The accompanying notes are an integral part of this financial statement.*

**District Attorney of the Fortieth Judicial District  
Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balance to the Statement of Activities  
For the Year Ended December 31, 2023**

Net change in fund balance, total governmental fund	<b>\$ (142,986)</b>
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense	<b>(13,660)</b>
Governmental funds report lease payments as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as amortization expense	<b>(89,586)</b>
Lease proceeds provide current financial resources to governmental funds, but issuing lease payables increases long-term liabilities in the Statement of Net Position. Repayment of lease principal is an expenditure in the governmental funds but repayment reduces long-term liabilities in the Statement of Net Position	<b>90,794</b>
Non-employer contributing entity pension contributions not reported as revenues in governmental funds	<b>110,500</b>
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	
Pension expense	<b>(287,770)</b>
Change in net position of governmental activities	<b>\$ (332,708)</b>

*The accompanying notes are an integral part of this financial statement.*

**District Attorney of the Fortieth Judicial District**  
**Statement of Fiduciary Net Position**

*For The Year Ended December 31, 2023*

Custodial Funds

**ASSETS**

Current Assets

Cash and cash equivalents	\$	<b>36,339</b>
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**TOTAL ASSETS**

**36,339**

**NET POSITION**

Restricted for other governments	\$	<b>36,339</b>
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*The accompanying notes are an integral part of this financial statement.*

**District Attorney of the Fortieth Judicial District  
Statement of Changes in Fiduciary Net Position**

<i>For The Year Ended December 31, 2023</i>	Custodial Funds
<b>Additions</b>	
Restitution and check collection	\$ 54,106
Forfeitures	23,065
Adjudicated properties	6,565
Total additions	83,736
<b>Deductions</b>	
Restitution and check collection	54,069
Forfeitures	23,065
Adjudicated properties	30,639
Total deductions	107,773
Change in net position	(24,037)
Net position, beginning of year	60,376
Net position, end of year	\$ 36,339

*The accompanying notes are an integral part of this financial statement.*

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the District Attorney of the Fortieth Judicial District (the District Attorney) 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 District Attorney's accounting policies are described below.

**Reporting Entity** - As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney has charge of every criminal prosecution in their district, is the representative of the State of Louisiana before the grand jury in their 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. John the Baptist, Louisiana (the Parish).

The District Attorney is an independently elected official and is not considered fiscally dependent of the St. John the Baptist Parish Council (the Council). As the governing authority of the Parish, for reporting purposes, the Council is the financial reporting entity for the 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 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.

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

As 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 District Attorney is not a component unit of the 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 comprise the financial reporting entity of the Parish.

***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 District Attorney. The government-wide presentation focuses primarily on the sustainability of the District Attorney as an entity and the change in aggregate financial position resulting from the activities for the calendar 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 or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of GASB Codification 1300 *Fund Accounting*. Emphasis is now on major funds in governmental categories. The daily accounts and operations of the District Attorney continue to be organized on the basis of a fund and the accounts group, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

***Measurement Focus, Basis of Accounting, and Financial Statement Presentation*** - The government-wide financial statements are reported using the *economic 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.



## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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 District Attorney considers revenues to be available if they are collected within 60 days of the end of the year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District Attorney reports the following major governmental funds:

*General Fund* – The General Fund is the general operating fund of the District Attorney. 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 (LA RS) 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 District Attorney.

*Special Revenue Funds* – Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose. The Special Revenue Funds reported as major funds in the fund financial statements are as follows:

*Pre-Trial Intervention/Diversion Fund* - The Pre-Trial Intervention/Diversion Fund accounts for the collection of a fee paid by first-time offenders to the District Attorney, and expenditures made for the administration of this program.

*Title IV-D Fund* – The Title IV-D Fund consists of incentive payments from the Louisiana Department of Social Services, as authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of the program is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

*Fiduciary Funds* – The fiduciary funds reporting focuses on resources held for other parties. The only funds accounted for in this category are the custodial funds. The custodial fund accounts for assets held by the District Attorney as an agent for other governments. The custodial funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the custodial funds have no measurement focus, but use the modified accrual basis of accounting. The following custodial funds are utilized by the District Attorney:

*Adjudicated Properties Fund:* This fund includes activity involving the sale of property that has been placed in the Parish's control due to failure to pay property taxes.

*Asset Forfeitures Fund:* This fund was established to receive the proceeds of assets forfeited and to pay the cost associated with such forfeitures.

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*Restitution – Hot Checks Fund:* This fund was established to hold reimbursements for checks written with insufficient funds and disburse the funds to the original payees.

**Budgetary Accounting** - As required by the LA RS 39:1303, the District Attorney adopted a budget for the General Fund and all special revenue funds. The budgetary practices include public notice of the proposed budget, public inspection, and a public hearing on the budget prior to adoption.

Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the District Attorney.

The District Attorney's budget was amended one time during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year-end.

All budgets were prepared on the accrual basis of accounting. All appropriations contained in the budgets lapse at year end.

**Cash and Cash Equivalents** - Cash includes cash on hand, demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.

Cash and cash equivalents are stated at cost, which approximates market. LA RS 39:1225 provides that the amount of the pledged securities shall at all times be equal to 100% of the amount on deposit to the credit of each depositing authority, except that portion of the deposits insured by any governmental agency insuring bank deposits organized under the laws of the United States.

**Capital Assets** - Capital assets purchased or acquired with an original cost of \$1,000 or more are recorded at either historical cost or estimated historical cost and are depreciated over their useful lives (excluding salvage value). Any donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands.

Straight-line depreciation is used based on the following estimated useful lives:

Office furniture and equipment – 5 years  
Vehicles – 7 years

**Compensated Absences** - The District Attorney has the following vacation and sick leave policies:

Vacation Leave – Annual leave shall be earned in accordance with the following criteria: Employees with less than five (5) years of service shall earn a total of eighty-four (84) hours per calendar year. Employees with at least five (5) years of services shall earn a total of 120 hours per calendar year.

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Employees with at least fifteen (15) years of service shall earn a total of 168 hours per calendar year. Employees with at least twenty (20) years of service shall earn a total of 204 hours per calendar year. Employees with at least thirty (30) years of service shall earn a total of 240 hours per calendar year. Sick Leave – Full-time employees earn eighty-four (84) hours of sick leave per year.

Employees shall be permitted to carry over up to forty (40) hours, and no more, of earned annual and sick leave to the following calendar year. Upon retirement, resignation, or termination, an employee is compensated for accumulated and unused annual leave but not compensated for accumulated sick leave, which was earned during the year. There were no material accumulated vacation or sick leave benefits required to be reported at year end.

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

- a. Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - consists of net position with constraints placed on the use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - all other net position that do not meet the definition of "restricted" or "net investment in capital assets."

**Fund Balance** - In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District Attorney is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned, and unassigned.

1. Nonspendable - This component includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact.
2. Restricted – This component consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation.
3. Committed - This component consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the District Attorney. Those committed amounts cannot be used for any other purpose unless the District Attorney removes or changes the specified use.

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assigned - This component consists of amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Under the District Attorney's adopted policy, only the District Attorney may assign amounts for specific purpose.
5. Unassigned – This classification represents amounts that have not been restricted, committed, or assigned to specific purposes.

When both restricted and unrestricted resources are available for use, it is the District Attorney'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 District Attorney's intention to use committed resources first, then assigned, and then unassigned as they are needed.

***Use of Accounting 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 pension liabilities.

***Lease Liabilities*** - The District Attorney is the lessee for multiple office leases. The District Attorney recognizes lease liabilities and intangible right-to-use lease assets (lease assets) in the government-wide financial statements only. The District Attorney recognizes lease liabilities with an initial, individual value of \$10,000 or more. At the commencement of a lease, the District Attorney initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life. Key estimates and judgments related to leases include how the District Attorney determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments. The District Attorney uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the District Attorney generally uses its estimated incremental borrowing rate as the discount rate for leases. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price if the District Attorney is reasonably certain to exercise. The District Attorney monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability. Lease assets are reported with other capital assets and the lease liability is reported with liabilities on the Statement of Net Position.

## District Attorney of the Fortieth 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 and so will not be recognized as an expense until then. The District Attorney has one item that meets this criterion related to deferrals of pension expense. 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 District Attorney has one item that meets the criterion for this category, deferrals of pension expense.

***Pensions*** - The District Attorney is a participating employer in two defined benefit pension plans as described in Note 4. For purposes of measuring the net pension liabilities, deferred outflows of resources, deferred inflows of resources and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions from each plans' fiduciary net position have been determined on the same basis as they are reported by each of the plans. 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 within each plan.

***Subsequent Events*** – Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 21, 2024. See Note 7 for relevant disclosures. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

### **Note 2: CASH AND CASH EQUIVALENTS**

#### ***Deposits with Financial Institutions***

Under state law, the District Attorney 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 District Attorney 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 District Attorney'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.

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 2: CASH AND CASH EQUIVALENTS (CONTINUED)**

Deposit balances (bank balances) at December 31, 2023, are secured as follows:

Bank Balance	\$	2,737,876
Insured	\$	250,000
Collateralized by pledging bank in the Office's name		2,487,876
<b>Total</b>	<b>\$</b>	<b>2,737,876</b>

As of December 31, 2023, the Office's total bank balance was not exposed to custodial risk.

**Note 3: CAPITAL ASSETS**

The following is a summary of changes in capital assets during the year ended December 31, 2023:

	Balance January 1, 2023	Additions	Deletions	Balance December 31, 2023
Capital assets being depreciated				
Furniture and equipment	\$ 342,911	\$ -	\$ -	\$ 342,911
Automobiles	36,389	-	-	36,389
Right-to-use leased assets	179,172	-	-	179,172
Less accumulated depreciation for				
Furniture and equipment	(327,063)	(8,462)	-	(335,525)
Automobiles	(5,198)	(5,198)	-	(10,396)
Right-to-use leased assets	(89,586)	(89,586)	-	(179,172)
<b>Total capital assets, net</b>	<b>\$ 136,625</b>	<b>\$ (103,246)</b>	<b>\$ -</b>	<b>\$ 33,379</b>

## **District Attorney of the Fortieth Judicial District Notes to Financial Statements**

### **Note 4: PENSION PLAN**

Substantially all employees of the District Attorney are members of the Parochial Employees' Retirement System of Louisiana (PERS) or the District Attorneys' Retirement System (DARS). These systems are cost-sharing multiple-employer, defined benefit pension plans administered by separate boards of trustees.

#### **General Information about the Pension Plans**

##### **PERS**

Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S.11:1901 of Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The District Attorney participates in Plan A.

PERS provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elects to become members of the System.

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS.

##### **DARS**

The District Attorneys' Retirement System, State of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System 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.

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 the Louisiana Revised Statute (LRS).

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 4: PENSION PLAN (CONTINUED)**

Assistant district attorneys 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 the System 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 plans and their benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

#### PERS

Any member of Plan A can retire providing they meet one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

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

#### DARS

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 years of service credit, receive a retirement benefit reduced 3% for each year of age below 60. Members who retire prior



## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 4: PENSION PLAN (CONTINUED)**

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, of 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**

#### PERS

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age 60.

#### DARS

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 (three and one-half percent 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 fifteen years) or projected continued service to age 60.

### **Survivor Benefits**

#### PERS

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

## **District Attorney of the Fortieth Judicial District Notes to Financial Statements**

### **Note 4: PENSION PLAN (CONTINUED)**

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

#### DARS

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)**

#### PERS

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

In lieu of terminating employment and accepting a service retirement, any member of Plan A who is eligible to retire may elect to participate in the DROP in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease.

The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

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

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### **Note 4: PENSION PLAN (CONTINUED)**

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

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

#### DARS

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

The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement, the member's maximum monthly retirement benefit is based upon his service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to 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 DROP for up to three years in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to one half of one percent. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in 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.

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### Note 4: PENSION PLAN (CONTINUED)

#### Cost of Living Adjustments

##### PERS

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age 65 equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

##### DARS

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 65 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

##### PERS

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2023, the actuarially determined contribution rate was 7.49% of member's compensation for Plan. However, the actual rate for the fiscal year ended December 31, 2023 was 11.50% for Plan A.

According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Contributions to the pension plan from the District Attorney were \$91,371 for the year ended December 31, 2023.

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

DARS

According to state statute, contribution requirements for all employers are actuarially determined each year. For the plan year ending June 30, 2024 and for the plan year ended June 30, 2023, the actual employer contribution rate was 12.0% and 9.5%, respectively. For the plan year ending June 30, 2024 and for the plan year ended June 30, 2023, the actuarially determined employer contribution rate was 10.73% and 10.83%, 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 District Attorney were \$65,614 for the year ended December 31, 2023.

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, 2023.

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

At December 31, 2023, the District Attorney reported a liability of \$1,227,917 for its proportionate share of the Net Pension Liability (NPL) of PERS and DARS. The amount for each plan was \$431,877 and \$796,040, respectively. The NPL for each system was measured as of December 31, 2022 and June 30, 2023, respectively, and the total pension liability or asset used to calculate the NPL was determined based on an actuarial valuation as of that date. The District Attorney’s proportion of the NPL was based on a projection of the District Attorney’s long-term share of contributions to the pension plans relative to the projected contribution of all participating employers, actuarially determined.

As of the most recent measurement date, the District Attorney’s proportionate share for each system was:

	<b>PERS</b>	<b>DARS</b>
DA’s Proportionate Share	0.112211%	0.928271%
Increase (decrease) from prior year	-0.016374%	-0.039570%

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

For the year ended December 31, 2023, the District Attorney recognized a total pension expense of \$298,765, with \$88,033 related to PERS and \$210,732 related to DARS. These amounts are made up of the following:

Components of Pension Expense (Benefit)	PERS	DARS
DA's pension expenses per the pension plan	\$ 175,642	\$ 269,690
DA's amortization of its change in proportionate share	(644)	(224)
DA's amortization of actual contributions over its proportionate share of contributions	(86,965)	(58,734)
<b>Total Pension Expense (Benefit) Recognized by DA</b>	<b>\$ 88,033</b>	<b>\$ 210,732</b>

At year end, the District Attorney 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>PERS</u>		
Differences between expected and actual experience.	\$ 15,967	\$ (47,582)
Net difference between projected and actual earnings on pension plan investments.	455,923	-
Changes in assumptions.	13,783	-
Changes in proportion to NPL.	10,129	(13,924)
The DA's contributions subsequent to the measurement date.	91,371	-
<b>Total PERS</b>	<b>\$ 587,173</b>	<b>\$ (61,506)</b>

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

DARS

Differences between expected and actual experience.	\$	49,529	\$	(26,295)
Changes in assumptions.		91,638		-
Net difference between projected and actual earnings on pension plan investments.		121,930		-
Differences between the District Attorney's contributions and its proportionate share of contributions.		8,102		(26,282)
The DA's contributions subsequent to the measurement date.		36,445		-
<b>Total DARS</b>	<b>\$</b>	<b>307,644</b>	<b>\$</b>	<b>(52,577)</b>
<b>Total Retirement Systems</b>	<b>\$</b>	<b>894,817</b>	<b>\$</b>	<b>(114,083)</b>

Deferred outflows of resources related to pensions resulting from the District Attorney's contributions subsequent to the measurement date totaled \$116,533 (\$91,371 for PERS and \$36,445 for DARS). These amounts will be recognized as a reduction of the NPL in the year ending December 31, 2024.

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	
	PERS	DARS
2024	\$ 8,202	\$ 74,364
2025	72,928	59,348
2026	148,780	127,093
2027	204,386	(42,146)
2028	-	(37)

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

**Actuarial Assumptions**

**PERS**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2022 are as follows:

Valuation Date	December 31, 2022
Actuarial Cost Method	Entry age normal cost
Investment rate of return	6.40% (net of investment expense, including inflation of 2.30%)
Expected remaining service lives	4 years
Projected salary increases	4.75%
Cost of Living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.
Mortality rates	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.



**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ended December 31, 2022.

Best estimates of the arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2022 is summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-Term Expected Rate of Return</b>
Fixed Income	33%	1.17%
Equity	51%	3.58%
Alternatives	14%	0.73%
Real assets	2%	0.12%
Totals	100%	5.60%
Inflation		2.10%
Expected Arithmetic Nominal Return		7.70%

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

DARS

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023 are as follows:

Valuation date	June 30, 2023
Actuarial cost method	Entry age normal cost
Investment rate of return	6.10% net of investment expense
Salary increases	5.00% (2.20% Inflation, 2.80% Merit)
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 the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates 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 long term expected nominal rate of return was 7.70% as of June 30, 2023.

Best estimates of real rates of return for each major asset class included in DARS's target asset allocation as of June 30, 2023 are summarized in the following table:

<b>Asset Class</b>	<b>Target Asset Allocation</b>	<b>Long-Term Expected Portfolio Real Rate of Return</b>
Equities	50.11%	10.66%
Fixed income	32.82%	3.81%
Alternatives	16.90%	6.50%
Cash	0.20%	2.31%
Totals	100.00%	5.02%
Inflation		2.68%
Expected Real Rate of Return		7.70%

**Discount Rate**

The discount rate used to measure the total pension liability for PERS and DARS was 6.40% and 6.10%, respectively. 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 the system's actuaries. Based on those assumptions, each of the system's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**District Attorney of the Fortieth Judicial District  
Notes to Financial Statements**

**Note 4: PENSION PLAN (CONTINUED)**

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

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

	1.0% Decrease	Current Discount Rate	1.0% Increase
PERS - DA’s proportionate share of the net pension liability	\$ 1,068,046	\$ 431,877	\$ (101,469)
DARS - DA’s proportionate share of the net pension liability	\$ 1,487,661	\$ 796,040	\$ 215,824

**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 District Attorney 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, 2023, the District Attorney recognized revenue as a result of support received from non-employer contributing entities of \$110,500. PERS and DARS received \$10,456 and \$100,044, respectively, for their participation in the District Attorney’s retirement plans.

**Pension Plan Fiduciary Net Position**

PERS and DARS issue publicly available financial reports that include financial statements and required supplementary information for the systems. Detailed information about each system’s fiduciary net position is available in these separately issued financial reports. These reports may be obtained by visiting the Louisiana Legislative Auditor’s website at [www.la.gov](http://www.la.gov) and searching under the Reports section.

**Payables to the Pension Plan**

At December 31, 2023, the District Attorney had payables to PERS and DARS of \$42,184 and \$10,605, respectively, for the December 2023 employee and employer legally required contributions.

## District Attorney of the Fortieth Judicial District Notes to Financial Statements

### Note 5: RISK MANAGEMENT

The District Attorney is not involved in any litigation at December 31, 2023, which could have a material effect on its financial statements.

### Note 6: ON-BEHALF PAYMENTS FOR SALARIES AND FRINGE BENEFITS

The State of Louisiana pays a portion of the salaries and benefits of the District Attorney. The District Attorney 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. For the year ended December 31, 2023, 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	\$ 553,355
Total on-behalf payments	\$ 553,355

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

### Note 7: LEASES

The District Attorney entered into two agreements as lessee for the use of office space. An initial lease liability was recorded in the amount of \$179,172 for governmental activities as of December 31, 2021. As of December 31, 2023, there was no lease liabilities for governmental activities. The District Attorney was required to make monthly principal and interest payments totaling \$7,700. The District Attorney used its incremental borrowing rate of 3.25%. Two new leases have been negotiated for the term January 1, 2024 through December 31, 2029, at a monthly rate of \$8,500 and \$1,000, respectively. These amounts are not recorded as of December 31, 2023 as the term does not begin until January 1, 2024.

The following is a summary of changes in lease liabilities for the year ended December 31, 2023.

	Beginning of year	Additions	Reductions	End of year
Lease liabilities	\$ 90,794	-	90,794	\$ -



# REQUIRED SUPPLEMENTARY INFORMATION (PART II)



**District Attorney of the Fortieth Judicial District**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual**  
**General Fund**  
**For the Year Ended December 31, 2023**

	<u>Budgetary Amounts</u>			Variance with Final Budget
	Original	Final	Actual	
<b>Revenues</b>				
Court costs, fines and fees	\$ 271,500	\$ 271,500	\$ 267,431	\$ (4,069)
Collection fees on worthless checks	-	-	70	70
Collection of forfeitures	57,800	60,000	60,156	156
Intergovernmental revenues:				
Victim's Assistance Coordinator Fund	30,000	30,000	30,000	-
Reimbursements	1,579,400	1,579,400	1,553,577	(25,823)
On-Behalf Revenues	-	555,000	553,355	(1,645)
Interest Income	-	5,000	5,263	263
Other	-	-	15,934	15,934
<b>Total revenues</b>	<b>1,938,700</b>	<b>2,500,900</b>	<b>2,485,786</b>	<b>(15,114)</b>
<b>Expenditures</b>				
General government:				
Salaries, related taxes, and benefits	1,672,200	2,050,000	2,055,335	(5,335)
Rent, utilities, and maintenance	206,700	185,000	181,097	3,903
Continuing education, auto, and travel	110,000	45,000	45,527	(527)
Office supplies	120,600	100,600	97,626	2,974
Insurance	43,000	22,000	21,298	702
Professional services	57,800	55,000	54,496	504
Other	69,400	22,000	21,728	272
Capital outlay	5,000	-	-	-
<b>Total expenditures</b>	<b>2,284,700</b>	<b>2,479,600</b>	<b>2,477,107</b>	<b>2,493</b>
<b>OTHER FINANCING USES:</b>				
Transfers in	-	268,920	268,920	-
Transfers out	(45,100)	(322,348)	(322,348)	-
<b>Net change in fund balance</b>	<b>(391,100)</b>	<b>(32,128)</b>	<b>(44,749)</b>	<b>(17,607)</b>
Fund balance, beginning of year	3,155,773	3,155,773	2,964,644	(191,129)
<b>Fund balance, end of year</b>	<b>\$ 2,764,673</b>	<b>\$ 3,123,645</b>	<b>\$ 2,919,895</b>	<b>\$ (203,750)</b>

*See independent auditors' report.*

**District Attorney of the Fortieth Judicial District**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual Pre-Trial Intervention/Diversion Program Fund**  
**For the Year Ended December 31, 2023**

	<u>Budgetary Amounts</u>		Actual	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental revenues:				
Pre-Trial Diversion Program	\$ 369,800	\$ 200,000	\$ 201,684	\$ 1,684
Other	1,000	3,000	3,166	166
<b>Total revenues</b>	<b>370,800</b>	<b>203,000</b>	<b>204,850</b>	<b>1,850</b>
<b>Expenditures</b>				
General government:				
Salaries, related taxes, and benefits	208,000	190,000	189,474	526
Local Area Compensated Enforcement Program	63,900	93,000	93,235	(235)
Rent, utilities, and maintenance	20,300	-	-	-
Continuing education, auto, and travel	3,400	200	200	-
Office supplies	4,000	7,400	7,387	13
Professional services	-	2,800	2,800	-
Other	71,200	55,500	55,500	-
<b>Total expenditures</b>	<b>370,800</b>	<b>348,900</b>	<b>348,596</b>	<b>304</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	322,348	(322,348)
<b>Net change in fund balance</b>	<b>-</b>	<b>(145,900)</b>	<b>178,602</b>	<b>324,502</b>
Fund balance, beginning of year	-	(178,602)	(178,602)	-
<b>Fund balance, end of year</b>	<b>\$ -</b>	<b>\$ (324,502)</b>	<b>\$ -</b>	<b>\$ 324,502</b>

*See independent auditors' report.*



**District Attorney of the Fortieth Judicial District  
Schedule of Revenues, Expenditures, and Changes in  
Fund Balance Budget and Actual  
Title IV-D Fund  
For the Year Ended December 31, 2023**

	<u>Budgetary Amounts</u>		Actual	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental revenues:				
Grant- Louisiana Department of Social Services	\$ 226,400	\$ 280,000	\$ 281,493	\$ 1,493
Other	700	700	-	(700)
<b>Total revenues</b>	<b>227,100</b>	<b>280,700</b>	<b>281,493</b>	<b>793</b>
<b>Expenditures</b>				
General government:				
Salaries, related taxes, and benefits	239,000	255,000	254,405	595
Rent, utilities, and maintenance	21,500	30,000	30,474	(474)
Continuing education, auto, and travel	1,700	2,500	2,540	(40)
Office supplies	10,000	6,000	6,225	(225)
<b>Total expenditures</b>	<b>272,200</b>	<b>293,500</b>	<b>293,644</b>	<b>(144)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	45,100	-	-	-
Transfers out	-	(270,000)	(268,920)	(1,080)
<b>Net change in fund balance</b>	<b>-</b>	<b>(12,800)</b>	<b>(281,071)</b>	<b>(268,271)</b>
Fund balance, beginning of year	67,158	299,764	299,764	-
<b>Fund balance, end of year</b>	<b>\$ 67,158</b>	<b>\$ 286,964</b>	<b>\$ 18,693</b>	<b>\$ (268,271)</b>

*See independents auditors' report.*

**District Attorney of the Fortieth Judicial District  
Schedule of Revenues, Expenditures, and Changes in  
Fund Balance Budget and Actual  
Awards Fund  
For the Year Ended December 31, 2023**

	<u>Budgetary Amounts</u>		Actual	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Income:				
Award	\$ -	\$ 5,000	\$ 5,000	\$ -
Total revenues	-	5,000	5,000	-
<b>Expenditures</b>				
General government:				
Office supplies	-	750	768	(18)
Total expenditures	-	750	768	(18)
<b>Net change in fund balance</b>	-	4,250	4,232	(18)
Fund balance, beginning of year	32,813	32,813	32,813	-
<b>Fund balance, end of year</b>	<b>\$ 32,813</b>	<b>\$ 37,063</b>	<b>\$ 37,045</b>	<b>\$ (18)</b>

*See independent auditors' report.*

**District Attorney of the Fortieth Judicial District  
Schedule of Proportionate Share of Net Pension  
Liability for Retirement Systems  
Last Nine Fiscal Years**

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
<b>District Attorneys' Retirement System of Louisiana</b>					
2023	0.928271%	\$ 796,040	\$ 618,282	129%	81.6%
2022	0.967841%	\$ 1,042,570	\$ 622,064	168%	81.6%
2021	0.939288%	\$ 167,224	\$ 588,756	28%	96.8%
2020	0.972917%	\$ 770,815	\$ 603,541	128%	84.9%
2019	1.045217%	\$ 336,250	\$ 614,577	55%	93.1%
2018	0.952845%	\$ 306,618	\$ 542,054	57%	92.9%
2017	0.977342%	\$ 263,610	\$ 593,929	44%	93.6%
2016	0.882344%	\$ 168,887	\$ 533,943	32%	62.7%
2015	1.284161%	\$ 69,172	\$ 485,623	14%	65.0%

For the Year Ended December 31,	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
<b>Parochial Employees' Retirement System of Louisiana</b>					
2022	0.112211%	\$ 431,877	\$ 756,217	57%	110.5%
2021	0.128585%	\$ (605,691)	\$ 849,859	-71%	110.5%
2020	0.145084%	\$ (254,392)	\$ 969,020	-26%	103.0%
2019	0.158582%	\$ 7,465	\$ 1,005,166	1%	99.9%
2018	0.167381%	\$ 742,897	\$ 1,028,990	72%	1.1%
2017	0.153466%	\$ (113,910)	\$ 944,168	-12%	98.0%
2016	0.129147%	\$ 265,980	\$ 765,920	35%	94.1%
2015	0.120806%	\$ 317,996	\$ 644,277	49%	66.2%
2014	0.122626%	\$ 33,527	\$ 697,443	5%	76.9%

\*Amounts presented were determined as of the measurement date.

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

**Notes to Required Supplementary Information**

**Changes of Benefit Terms**

There were no changes of benefit terms for the nine years ended December 31, 2023.

**Changes of Assumptions**

**DARS** - For the actuarial valuation for the year ended June 30, 2021, the investment rate of return was decreased from 6.25% to 6.10%, and expected remaining services live decreased from 6 years to 5 years. For the actuarial valuation for the year ended June 30, 2020, 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 District Attorneys' Retirement System, the investment rate of return was decreased from 6.75% to 6.50% for the valuation year ended June 30, 2018. The investment rate of return was decreased from 7.00% to 6.75% for the valuation year ended June 30, 2017. The expected remaining service lives were increased from 6 years to 7 years for the year ended June 30, 2016 and decreased from 7 to 6 years for the year ended June 30, 2018.

**PERS** - The investment rate of return decreased from 6.50% to 6.40% and inflation decreased from 2.40% to 2.30% for the valuation year ended December 31, 2020. For the Parochial Employees' Retirement System for the valuation year ended December 31, 2018, the investment rate of return decreased from 6.75% to 6.50%, projected salary increases decreased from 5.25% to 4.75% and inflation decreased from 2.50% to 2.40%. For the valuation year ended December 31, 2017, the investment rate of return decreased from 7.00% to 6.75%. For the valuation year ended December 31, 2015, the investment rate of return decreased from 7.25% to 7.00%, projected salary increases decreased from 5.75% to 5.25% and inflation decreased from 3.00% to 2.50%.

**District Attorney of the Fortieth Judicial District**  
**Schedule of Employer Contributions to Retirement Systems**  
**Last Nine Fiscal Years**

For the 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
<b>District Attorneys' Retirement System of Louisiana</b>					
2023	\$ 65,614	\$ 65,614	\$ -	\$ 610,748	10.7%
2022	\$ 59,859	\$ 59,859	\$ -	\$ 630,092	9.5%
2021	\$ 40,519	\$ 40,519	\$ -	\$ 600,866	6.7%
2020	\$ 23,729	\$ 23,729	\$ -	\$ 593,227	4.0%
2019	\$ 16,003	\$ 16,003	\$ -	\$ 617,138	2.6%
2018	\$ 3,736	\$ 3,736	\$ -	\$ 601,092	0.6%
2017	\$ -	\$ -	\$ -	\$ 531,970	0.0%
2016	\$ 10,667	\$ 10,667	\$ -	\$ 606,560	1.8%
2015	\$ 23,866	\$ 23,866	\$ -	\$ 455,519	5.2%
<b>Parochial Employees' Retirement System of Louisiana</b>					
2023	\$ 91,371	\$ 91,371	\$ -	\$ 794,527	11.5%
2022	\$ 86,965	\$ 86,965	\$ -	\$ 756,217	11.5%
2021	\$ 104,108	\$ 104,108	\$ -	\$ 849,859	12.3%
2020	\$ 118,705	\$ 118,705	\$ -	\$ 969,020	12.3%
2019	\$ 115,584	\$ 115,584	\$ -	\$ 1,005,166	11.5%
2018	\$ 118,334	\$ 118,334	\$ -	\$ 1,028,990	11.5%
2017	\$ 118,021	\$ 118,021	\$ -	\$ 944,168	12.5%
2016	\$ 99,569	\$ 99,569	\$ -	\$ 765,920	13.0%
2015	\$ 93,420	\$ 93,420	\$ -	\$ 644,277	14.5%

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

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



# OTHER SUPPLEMENTARY INFORMATION



**District Attorney of the Fortieth Judicial District  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2023**

**Agency Head Name:** Bridget Dinvaut (District Attorney)

<b>Purpose</b>	
Salary	\$ 120,600
Benefits-insurance	13,698
Housing	1,943
Per diem	1,073
Cell phone	840
<hr/>	
<b>Total paid by Office of the District Attorney of the 40th Judicial District</b>	138,154
<hr/>	
On-behalf payments for salaries benefits:	
Salaries from the State of Louisiana	54,999
Salaries from St. John the Baptist Parish	10,000
Benefits from the State of Louisiana	2,199
Benefits from St. John the Baptist Parish	950
<hr/>	
<b>Total on-behalf payments</b>	68,148
<hr/>	
<b>Total</b>	<b>\$ 206,302</b>

**District Attorney of the Fortieth Judicial District**  
**Justice System Funding Schedule - Collecting/Disbursing Entity**  
**Cash Basis Presentation**

<i>For the year ended December 31, 2023</i>	First Six Month Period Ended June 30, 2023	Second Six Month Period Ended December 31, 2023
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ -	\$ 125,786
Add: Collections		
Civil Fees	-	9,705
Asset Forfeiture/Sale	-	35,001
Pre-Trial Diversion Program Fees	130,576	87,308
Restitution	126,121	116,370
Criminal Fines - Contempt	-	-
Criminal Fines - Other	-	-
Restitution	-	-
Other	-	-
Subtotal Collections	256,697	248,384
Less: Disbursements To Governments and Nonprofits:		
LDAA - Asset Forfeiture/Sale	-	281
St. John Clerk of Court - Asset Forfeiture/Sale	-	2,558
St. John Sheriff - Asset Forfeiture/Sale	-	15,170
St. John Criminal Court Fund - Asset Forfeiture/Sale	-	5,057
St. John Sheriff - Restitution	-	-
Crime Victim Reparations Board - Restitution	-	-
Louisiana Unclaimed Property Division	-	-
St. John Clerk of Court - Civil Fees	-	-
Less: Amounts Retained by Collecting Agency		
Amounts "Self-Disbursed" to Collecting Agency:		
Asset Forfeiture/Sale	-	5,057
Pre-Trial Diversion Program	130,576	87,308
Restitution	35	35
Civil Fees	-	1,290
Other	100	100
Less: Disbursements to Individuals/3rd Party Collection		
Restitution Payments to Individuals (additional detail is not required)	200	-
Payments to 3rd Party Collection/Processing Agencies	-	-
Subtotal Disbursements/Retainage	130,911	116,856
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ 125,786	\$ 257,314

**District Attorney of the Fortieth Judicial District  
Justice System Funding Schedule - Receiving Entity  
Cash Basis Presentation**

*For the year ended December 31, 2023*

First Six Month    Second Six Month

Receipts From:			
<i>St. John Parish Sheriff/Criminal Court Costs/Fees</i>	\$	137,563	\$ 110,165
<i>St. John Parish Sheriff/Bond Fees</i>		27,139	28,608
<i>St. John Parish Clerk of Court/Criminal Court Costs/Fees</i>		500	4,500
<hr/>			
Subtotal Receipts	\$	165,202	\$ 143,273
<hr/>			
Ending Balance of Amounts Assessed but Not Received	\$	-	\$ -
<hr/>			





# **REPORTS REQUIRED BY *GOVERNMENT* *AUDITING STANDARDS***





Carr, Riggs & Ingram, LLC  
3850 North Causeway Boulevard  
Suite 1400  
Two Lakeway Center  
Metairie, LA 70002

504.837.9116  
504.837.0123 (fax)  
CRlcpa.com

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the District Attorney of the Fortieth Judicial District  
LaPlace, 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, each major fund, and the aggregate remaining fund information of the District Attorney of the Fortieth Judicial District (the District Attorney), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District Attorney’s basic financial statements and have issued our report thereon dated June 19, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District Attorney’s internal control over financial reporting (internal control) as a basis for designing 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 District Attorney’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney’s internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. 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 or significant deficiencies may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District Attorney'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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **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 District Attorney'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 District Attorney'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 21, 2024

**Office of the District Attorney of the 34<sup>th</sup> Judicial District  
Schedule of Findings and Responses  
For the Year Ended December 31, 2023**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

*Financial Statements*

- |   |               |
|---|---------------|
| 1. Type of auditor’s 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**

**2022-001 TIMELY SUBMISSION OF AUDIT REPORT TO LEGISLATIVE AUDITOR**

Condition: The District Attorney did not meet the June 30, 2023 deadline for reporting to the Legislative Auditor. The District Attorney requested and received an extension of time until July 31, 2023 from the Legislative Auditor to file its financial statements.

Status: Resolved.



Carr, Riggs & Ingram, LLC  
3850 North Causeway Boulevard  
Suite 1400  
Two Lakeway Center  
Metairie, LA 70002

504.837.9116  
504.837.0123 (fax)  
CRIcpa.com

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Bridget Dinvaut  
District Attorney  
District Attorney of the 40<sup>th</sup> Judicial District  
Reserve, Louisiana  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the District Attorney of the 40th Judicial District (the District Attorney) and the Louisiana Legislative Auditor (LLA) 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, 2023 through December 31, 2023. The District Attorney 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, 2023 through December 31, 2023. 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:

### **1) Written Policies and Procedures**

---

A. 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:

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

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

- ii. **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.**

iii. **Disbursements**, including processing, reviewing, and approving

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

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

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

v. **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.**

vi. **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.**

vii. **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.**

viii. **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.**

ix. **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.**

x. **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.**

- xi. **Prevention of 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.**

## **2) Bank Reconciliations**

---

- A. 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.**

- i. 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.**

- ii. 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 within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

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

- iii. 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.**

## **3) Collections (excluding electronic funds transfers)**

---

- A. 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.**

- B. 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.**

- i. 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.**

- ii. 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.**

- iii. 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.**

- iv. 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.**

- C. 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.**

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #2A (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:

- i. Observe that receipts are sequentially pre-numbered.

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

- ii. 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.**

- iii. 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.**

- iv. 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.**

- v. 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.**



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

---

- A. 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.**

- B. For each location selected under #4A 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:
- i. 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.**

- ii. 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.**

- iii. 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.**

- iv. 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.**

- v. Only the employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some electronic means.

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

- C. For each location selected under #4A 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.**

- i. 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.**

- ii. Observe whether disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #4B, as applicable.

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

- D. Using the District Attorney's main operating account and the month selected in Bank Reconciliations procedure #2A above, randomly select 5 non-payroll related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the District Attorney's policy, and (b) approved by the required number of authorized signers per the District Attorney's policy.

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

### ***5) Credit Cards/Debit Cards/Fuel Card/P-Cards***

---

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.**

- B. 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:

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

- i. 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 (or electronically approved), by someone other than the authorized card holder.

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

- ii. 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.**

- C. Using the monthly statements or combined statements selected under #5B 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 observe 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.**

## **6) Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

---

- A. 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:

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

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

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

- ii. 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.**

- iii. 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 Policies and Procedures procedure #1A(vii); and

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

- iv. 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.**

## **7) Contracts**

---

- A. 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.**

- i. 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.**

- ii. 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.**

- iii. 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.**

- iv. 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.**

## **8) Payroll and Personnel**

---

- A. 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.**

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #8A 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.**

- i. 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.**

- ii. 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.**

- iii. 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.**

- iv. 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.**

- C. 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 or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the District Attorney's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records,

agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to District Attorney policy.

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

- D. 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.**

## **9) Ethics**

---

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

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

- ii. 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.**

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S.42:1170

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

## **10) Fraud Notice**

---

- A. 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 as required by R.S. 24:523.

**Results: Not applicable as there were no misappropriations noted.**

- B. 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.**

## ***11) Information Technology Disaster Recovery/ Business Continuity***

---

- A. Perform the following procedures, verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”
- i. 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 (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

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

- ii. 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.**

- iii. 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.**

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the terminated list of employees obtained in Payroll and Personnel procedure #8C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

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

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #8A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S 42:1267. The requirements are as follows:

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment

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

## ***12) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #8A 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 as required by R.S. 42:343.

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

- B. 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.**

- C. 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.**

- i. 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.**

- ii. Number of sexual harassment complaints received by the agency;

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

- iii. 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.**

- iv. 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.**

- v. 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, Riggs & Ingram, L.L.C.*

Metairie, Louisiana  
June 21, 2024