

OFFICIAL
FILE COPY

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

RECEIVED
LEGISLATIVE AUDITOR

00 MAR 30 AM 9:14

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

RAPIDES PARISH, LOUISIANA

DECEMBER 31, 1999 AND 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date APR 12 2000

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA**

DECEMBER 31, 1999 AND 1998

TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
Independent Auditor's Report		1-2
General Purpose Financial Statements		3
Combined Balance Sheet - All Fund Types and Account Groups	A	4
Combined Statements of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types – Years Ended December 31, 1999 and 1998.....	B	5
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General and Special Revenue Funds December 31, 1999	C	6
December 31, 1998	D	7
Notes To Financial Statements.....		8-15
Additional Information		16
Combining and Individual Fund Financial Statements		17
General Fund		18
Statements of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual Years Ended December 31, 1999 and 1998.....	E	19
Special Revenue Funds.....		20
Combining Balance Sheet	F-1	21
Combining Statements of Revenues, Expenditures, and Changes in Fund Balances Years Ended December 31, 1999 and 1998.....	F-2	22
Statements of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – District Assistance Fund – Years Ended December 31, 1999 and 1998	F-3	23

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA

DECEMBER 31, 1999 AND 1998

TABLE OF CONTENTS
(CONTINUED)

	<u>EXHIBIT</u>	<u>PAGE</u>
Statements of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – Murder 1 State Grant Fund – Years Ended December 31, 1999 and 1998	F-4	24
Other Report Required by <i>Government Auditing Standards</i>		25
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of General Purpose Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>		26-28
Schedule of Findings and Questioned Costs		29-30
Management’s Summary Schedule of Prior Audit Findings		31
Management’s Corrective Action Plan		32



PAYNE, MOORE & HERRINGTON, LLP

INDEPENDENT AUDITOR'S REPORT

Mr. Kenneth P. Rodenbeck, Chief Public Defender, and
Members of the Ninth Judicial District Indigent Defender Board
Rapides Parish, Louisiana

We have audited the accompanying general purpose financial statements of the Ninth Judicial District Indigent Defender Board, Rapides Parish, Louisiana, as of December 31, 1999, and for each of the two years in the period ended December 31, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the Indigent Defender Board's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Ninth Judicial District Indigent Defender Board, Rapides Parish, Louisiana, as of December 31, 1999, and the results of its operations for each of the two years in the period ended December 31, 1999, in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2000, on our consideration of the Indigent Defender Board's internal control over financial reporting and our tests of its compliance with certain laws, regulations, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.



PAYNE, MOORE & HERRINGTON, LLP

Mr. Kenneth P. Rodenbeck, Chief Public Defender, and
Members of the Ninth Judicial District Indigent Defender Board
Rapides Parish, Louisiana

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the Ninth Judicial District Indigent Defender Board taken as a whole. The accompanying combining and individual fund financial statements listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Ninth Judicial District Indigent Defender Board. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

Payne, Moore & Herrington, LLP

Certified Public Accountants

February 15, 2000

GENERAL PURPOSE FINANCIAL STATEMENTS

The General Purpose Financial Statements include all funds and account groups of the Ninth Judicial District Indigent Defender Board and are designed to provide an overview of the financial position and results of operations for the Indigent Defender Board as a whole. Additional information in the form of combining and individual fund financial statements is included elsewhere in this report to the extent such presentation expands on the financial information presented in the general purpose financial statements.

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 DECEMBER 31, 1999

EXHIBIT A

	GOVERNMENTAL FUND TYPES		ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
ASSETS AND OTHER DEBITS					
ASSETS					
Cash	\$ 207,848	\$ 13,070	\$	\$	\$ 220,918
Intergovernmental receivables	28,309				28,309
Fixed assets			31,277		31,277
OTHER DEBITS					
Amount to be provided for retirement of general long-term debt				5,601	5,601
4 TOTAL ASSETS	\$ 236,157	\$ 13,070	\$ 31,277	\$ 5,601	\$ 286,105
LIABILITIES, EQUITY, AND OTHER CREDITS					
LIABILITIES					
Accounts payable	\$ 4,756	\$ 344	\$	\$	\$ 5,100
Payroll taxes withheld	844	46			890
Compensated absences payable				5,601	5,601
Deferred grant revenue		12,680			12,680
Total Liabilities	5,600	13,070	-	5,601	24,271
EQUITY AND OTHER CREDITS					
Investment in general fixed assets			31,277		31,277
Fund balances - unreserved - undesignated	230,557				230,557
Total Equity and Other Credits	230,557	-	31,277	-	261,834
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 236,157	\$ 13,070	\$ 31,277	\$ 5,601	\$ 286,105

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

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 COMBINED STATEMENTS OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES
 YEARS ENDED DECEMBER 31, 1999 AND 1998

EXHIBIT B

	DECEMBER 31, 1999			DECEMBER 31, 1998		
	GENERAL	SPECIAL REVENUE	TOTAL (MEMORANDUM ONLY)	GENERAL	SPECIAL REVENUE	TOTAL (MEMORANDUM ONLY)
REVENUES						
Intergovernmental revenue						
State grants			309,005			113,192
Court costs	441,754		441,754	462,266		462,266
Bond commission fees	40,092		40,092	39,198		39,198
Bond forfeiture fees	1,121		1,121	10,383		10,383
Indigent fees	30,983		30,983	41,905		41,905
Interest	2,756	9,821	12,577	2,366	6,967	9,333
Miscellaneous	19,970		19,970			
Total Revenues	536,676	318,826	855,502	556,118	120,159	676,277
EXPENDITURES						
Current						
Salaries - attorneys	64,592	5,000	69,592	64,592	5,000	69,592
Staff salaries and related benefits	72,871	10,538	83,409	72,120	3,763	75,883
Attorney fees	335,184	133,900	469,084	408,529	82,989	491,518
Contract services					8,643	8,643
Professional fees and case costs	6,167		6,167	16,819		16,819
Rent	6,500		6,500	6,600		6,600
Office supplies	6,046	2,114	8,160	5,112	1,370	6,482
Insurance		13,471	13,471		14,449	14,449
Accounting and auditing fees	6,600		6,600	11,500		11,500
Telephone	2,526		2,526	2,585		2,585
Utilities	1,916		1,916	1,718		1,718
Travel and seminars	1,721	5,561	7,282	1,321	2,945	4,266
Dues	323		323	406		406
Capital outlay					1,000	1,000
Total Expenditures	504,446	170,584	675,030	591,302	120,159	711,461
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	32,230	148,242	180,472	(35,184)	-	(35,184)
FUND BALANCES, BEGINNING OF YEAR	50,085	-	50,085	85,269	-	85,269
Residual equity transfer from DAF Fund	148,242	(148,242)	-			
FUND BALANCES, END OF YEAR	230,557	-	230,557	50,085	-	50,085

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

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCES - BUDGET AND ACTUAL -
 GENERAL AND SPECIAL REVENUE FUNDS
 YEAR ENDED DECEMBER 31, 1999

EXHIBIT C

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Intergovernmental revenue						
State grants	\$ 458,660	\$ 441,754	\$ (16,906)	\$ 204,600	\$ 309,005	\$ 104,405
Court costs	23,721	40,092	16,371			
Bond commission fees	5,000	1,121	(3,879)			
Bond forfeiture fees	41,350	30,983	(10,367)			
Indigent fees	3,000	2,756	(244)	10,000	9,821	(179)
Interest		19,970	19,970			
Miscellaneous						
Total Revenues	531,731	536,676	4,945	214,600	318,826	104,226
EXPENDITURES						
Current						
Salaries - attorneys		64,592	(64,592)	5,000	5,000	-
Staff salaries and related benefits	73,051	72,871	180	25,050	10,538	14,512
Attorney fees	426,430	335,184	91,246	162,050	133,900	28,150
Professional fees and case costs	25,000	6,167	18,833			
Rent	6,600	6,500	100	2,000	2,114	(114)
Office supplies	8,000	6,046	1,954	2,500	13,471	(10,971)
Insurance						
Accounting and auditing fees	6,500	6,600	(100)			
Telephone	2,400	2,526	(126)			
Utilities	2,000	1,916	84			
Travel and seminars		1,721	(1,721)	3,000	5,561	(2,561)
Dues		323	(323)			
Capital outlay	6,750		6,750	15,000		15,000
Total Expenditures	555,731	504,446	52,285	214,600	170,584	44,016
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(25,000)	32,230	57,230	-	148,242	148,242
FUND BALANCES, BEGINNING OF YEAR	50,085	50,085	-	-	-	-
Residual equity transfer from DAF Fund		148,242	148,242		(148,242)	(148,242)
FUND BALANCES, END OF YEAR	\$ 25,085	\$ 230,557	\$ 205,472	\$ -	\$ -	\$ -

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

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCES - BUDGET AND ACTUAL -
 GENERAL AND SPECIAL REVENUE FUNDS
 YEAR ENDED DECEMBER 31, 1998

EXHIBIT D

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Intergovernmental revenue						
State grants	\$ 479,825	\$ 462,266	\$ (17,559)	\$ 128,300	\$ 113,192	\$ (15,108)
Court costs	18,314	39,198	20,884			
Bond commission fees	24,072	10,383	(13,689)			
Bond forfeiture fees	29,863	41,905	12,042			
Indigent fees	6,005	2,366	(3,639)	6,500	6,967	467
Interest						
Total Revenues	558,079	556,118	(1,961)	134,800	120,159	(14,641)
EXPENDITURES						
Current						
Salaries - attorneys	64,592	64,592	(64,592)	5,000	5,000	
Staff salaries and related benefits	79,551	72,120	7,431	4,300	3,763	537
Attorney fees	478,974	408,529	70,445	98,500	82,989	15,511
Contract services				10,000	8,643	1,357
Professional fees and case costs	25,000	16,819	8,181			
Rent	6,600	6,600	-			
Office supplies	8,000	5,112	2,888	500	1,370	(870)
Insurance				1,100	14,449	(13,349)
Accounting and auditing fees	11,400	11,500	(100)			
Repairs and maintenance	1,000	1,000	1,000			
Telephone	2,400	2,585	(185)			
Utilities	2,000	1,718	282			
Travel and seminars	3,500	1,321	2,179	2,400	2,945	(545)
Dues		406	(406)			
Capital outlay	6,750		6,750	13,000	1,000	12,000
Total Expenditures	625,175	591,302	33,873	134,800	120,159	14,641
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(67,096)	(35,184)	31,912	-	-	-
FUND BALANCES, BEGINNING OF YEAR	85,269	85,269	-	-	-	-
FUND BALANCES, END OF YEAR	\$ 18,173	\$ 50,085	\$ 31,912	\$ -	\$ -	\$ -

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

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Ninth Judicial District Indigent Defender Board 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 Indigent Defender Board's accounting policies are described below.

Reporting Entity

The Ninth Judicial District Indigent Defender Board was established in compliance with Louisiana Revised Statutes 15:144 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The ninth judicial district encompasses Rapides Parish, Louisiana.

In evaluating how to define the Indigent Defender Board, for financial reporting purposes, management has considered all potential component units. The decision whether or not to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. Generally, component units are legally separate organizations for which the elected officials or appointed board members of the primary government are financially accountable. Some of the criteria considered under "legally separate organization" are: the capacity for the organization to have its own name; the right for the organization to sue and be sued in its own name without recourse to the primary government; and the right to buy, sell, lease, and mortgage property in its own name. Some of the criteria used to consider "financially accountable" include: appointment of a voting majority of the organization's governing body; ability for primary government to impose its will on the organization; whether the organization has the potential to provide specific financial benefits to, or improve specific financial burdens on the primary government; and fiscal dependence of the organization. Based upon the application of these criteria, there are no component units of the Indigent Defender Board.

The Ninth Judicial District Indigent Defender Board is a part of the district court system of the State of Louisiana. However, the Indigent Defender Board operates autonomously from the State of Louisiana and independently from the district court system. Therefore the Indigent Defender Board reports as an independent reporting entity. This report only includes all funds which are controlled by or dependent upon the Ninth Judicial District Indigent Defender Board.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

Fund Accounting

The Indigent Defender Board uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The Indigent Defender Board only has one category of funds - governmental. This category, in turn, is divided into separate "fund types".

Governmental funds are used to account for all or most of the Indigent Defender Board's general activities, including the collection and disbursement of earmarked monies (special revenue funds). The general fund is used to account for all activities of the general government not accounted for in some other fund. The Indigent Defender Board has three funds included in this category.

GOVERNMENTAL FUND TYPES

General Fund

The General Fund was established in order to account for the court costs transmitted to the Indigent Defender Board to defray the necessary expenses of the Public Defender's Office.

Special Revenue Funds

District Assistance Fund

The District Assistance Special Revenue Fund consists of grants from the Louisiana Indigent Defender Board. The purpose of the fund is to account for the grant money. Eligible uses of the grant money are hiring or retaining attorneys, raising attorney salaries in order to strive towards compliance with Louisiana Indigent Defender Board's minimum compensation guidelines established for capital and appellate attorneys, defraying attorney unit support costs, defraying expert witness fees and specialized testing up to the amounts recommended, and defraying the cost of continuing legal education and training programs.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

Murder 1 State Grant Fund

The Murder 1 State Grant Special Revenue Fund also consists of grants from the Louisiana Indigent Defender Board. This grant money can be used only to defray the expenses of the guilt and penalty phase investigation and the fees, overhead, and out-of-pocket expenses of trial lead and/or associate counsel for capital cases.

ACCOUNT GROUPS

General Fixed Assets

Fixed assets used in governmental fund operations are accounted for in the General Fixed Asset Account Group. All additions and retirements of fixed assets are recorded in this account group.

General Long-Term Debt

Long-term obligations expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group.

The two account groups are not funds. They are concerned with the measurement of financial position and do not involve measurement of results of operations.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A ninety day availability period is used for revenue recognition for the governmental fund revenues. Expenditures are recorded when the related fund liability is incurred. Those revenues susceptible to accrual are court costs, bond forfeiture fees, bond commission fees, and interest revenue.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

The government reports deferred revenue on its combined balance sheet. Deferred revenues arise when resources are received by the government before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Budgets

The Indigent Defender Board's budgets are adopted at the same time as the Rapides Parish Police Jury budget. Any amendments are made by the Indigent Defender Board. All annual appropriations lapse at year end.

Cash

Cash includes amounts in demand deposits and interest-bearing demand deposits. Under state law, the Indigent Defender Board may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Short-term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans are classified as "interfund receivables/payables."

Fixed Assets

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized.

Assets in the General Fixed Assets Account Group are not depreciated.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

Compensated Absences

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources, if any, is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported in the General Long-Term Debt Account Group.

Interfund Transactions

Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Memorandum Only - Total Columns

Total columns on the general purpose financial statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation. Interfund eliminations, if any, have not been made in the aggregation of this data.

2. LEGAL COMPLIANCE - BUDGETS

As mentioned in Note 1, the budgets are adopted at the same time as the Rapides Parish Police Jury budget. The budgetary practices include public notice, public inspection, and public hearings on the budgets. Formal budgetary integration is employed as a management control device during the year. Budgeted amounts contained in the accompanying financial statements include original adopted budget amounts and all subsequent amendments through December 31, 1999. Budgetary control is exercised by the Indigent Defender Board at the fund level.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

3. CASH

At December 31, 1999, the Indigent Defender Board had cash (book balances) totaling \$220,917 in demand deposit accounts held at a local financial institution. The bank balances totaled \$238,030. A summary of collateralization of bank balances is presented below.

Insured (federal deposit insurance)	\$100,000
Collateralized	<u>138,030</u>
	\$238,030

These deposits are stated at cost, which approximates market. 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.

4. INTERGOVERNMENTAL RECEIVABLES

Intergovernmental receivables are comprised mainly of court costs from Rapides Parish and the Cities of Alexandria and Pineville.

5. GENERAL FIXED ASSETS

The following is a summary of changes in the General Fixed Assets Account Group during the two years in the period ended December 31, 1999:

	BALANCE JANUARY 1, <u>1998</u>	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	BALANCE DECEMBER 31, <u>1999</u>
Office equipment	\$ 30,277	\$ 1,000	\$ -	\$ 31,277

6. DISTRICT ASSISTANCE FUND

The grant restrictions placed on the District Assistance Fund grant were lifted at the end of 1999, which allows for the monies to be used for General Fund expenditures. Therefore, a residual equity transfer was made to transfer the remaining amounts in the District Assistance Fund to the General Fund. The Louisiana Indigent Defender Board is currently holding district assistance payments, and it is uncertain as to the amount of funding that will be given in 2000 and future years.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

7. LEASE AND RENTAL COMMITMENTS

Operating lease payments for office space during each of the years ending December 31, 1999 and 1998, were \$6,500 and \$6,600, respectively.

This lease is renewed yearly.

8. RISK MANAGEMENT

The office of the Indigent Defender Board is exposed to various risks of loss related to torts, theft, or damage and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Indigent Defender Board carries commercial insurance for workmen's compensation and commercial general liability. They also carry malpractice insurance on the attorneys.

The office of the Indigent Defender Board is occasionally a party to legal proceedings involving suits filed against the Board for various reasons. Some of these suits claim damages that are material in amount. Management does not believe that the Board is exposed to any material losses not covered by insurance. No provisions for losses are included in the financial statements.

9. PENSION PLAN

During 1997, the employees of the Indigent Defender Board became members of the Parochial Employees Retirement System of Louisiana, Plan A. This retirement system is a multiple employer, statewide retirement system which is administered by a separate board of trustees. The contributions of participating agencies are pooled within the system to pay the accrued benefits of their respective participants. The contribution rates are approved by the Louisiana Legislature.

Under the Parochial Employees Retirement System, Plan A, employees who retire after thirty (30) years of creditable service regardless of age, twenty-five (25) years of creditable service and at least fifty-five (55) years of age, or ten (10) years of creditable service and at least sixty (60) years of age are entitled to a retirement benefit, payable monthly for life, equal to three percent (3%) of their average compensation for any thirty-six (36) months of consecutive service in which their compensation was highest, multiplied by their years of creditable service. Benefits fully vest upon reaching five (5) years of service. The System also provides death and disability benefits. Covered employees are required to contribute nine and one-fourth percent (9.25%) of their salary to this plan while the employer contributes seven and 15/100 percent (7.15%). Employer contributions under this plan for covered employees are made by the General

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
DECEMBER 31, 1999 AND 1998**

NOTES TO FINANCIAL STATEMENTS

Fund and the District Assistance Fund based on the percentage of salary paid from that fund. All employees, except the Chief Public Defender, were covered by the Retirement System.

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

Pension costs for the years ended December 31, 1999 and 1998, respectively were \$5,342 and \$5,038. Employees were part of the social security system prior to 1997.

ADDITIONAL INFORMATION

**COMBINING AND INDIVIDUAL
FUND FINANCIAL STATEMENTS**

GENERAL FUND

The General Fund is the principal fund of the Indigent Defender Board's office. The General Fund's primary source of revenue is court fees. General operating expenditures are paid from this fund.

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCES - BUDGET AND ACTUAL -
 GENERAL FUND
 YEARS ENDED DECEMBER 31, 1999 AND 1998

EXHIBIT E

	DECEMBER 31, 1999		DECEMBER 31, 1998		
	BUDGET	ACTUAL	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES					
Intergovernmental revenue					
Court costs	\$ 458,660	\$ 441,754	\$ 479,825	\$ 462,266	\$ (17,559)
Bond commission fees	23,721	40,092	18,314	39,198	20,884
Bond forfeiture fees	5,000	1,121	24,072	10,383	(13,689)
Indigent fees	41,350	30,983	29,863	41,905	12,042
Interest	3,000	2,756	6,005	2,366	(3,639)
Miscellaneous		19,970			
Total Revenues	531,731	536,676	558,079	556,118	(1,961)
EXPENDITURES					
Current					
Salaries - attorneys	73,051	64,592	79,551	64,592	(64,592)
Staff salaries and related benefits	426,430	72,871	478,974	72,120	7,431
Attorney fees	25,000	335,184	25,000	408,529	70,445
Professional fees and case costs	6,600	6,167	6,600	16,819	8,181
Rent	8,000	6,500	8,000	6,600	-
Office supplies	6,500	6,046	11,400	5,112	2,888
Accounting and auditing fees		6,600		11,500	(100)
Repairs and maintenance	2,400	2,526	1,000	1,000	1,000
Telephone	2,000	1,916	2,400	2,585	(185)
Utilities		1,721	2,000	1,718	282
Travel and seminars		323	3,500	1,321	2,179
Dues				406	(406)
Capital outlay	6,750		6,750		6,750
Total Expenditures	556,731	504,446	625,175	591,302	33,873
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(25,000)	32,230	(67,096)	(35,184)	31,912
FUND BALANCES, BEGINNING OF YEAR	50,085	50,085	85,269	85,269	-
Residual equity transfer from DAF Fund		148,242			
FUND BALANCES, END OF YEAR	\$ 25,085	\$ 230,557	\$ 18,173	\$ 50,085	\$ 31,912

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

SPECIAL REVENUE FUNDS

Special revenue funds account for the receipt and disbursement of earmarked monies.

District Assistance Fund – The District Assistance Special Revenue Fund consists of grants from the Louisiana Indigent Defender Board. The purpose of the fund is to account for the grant money. Eligible uses of the grant money are hiring or retaining attorneys, raising attorney salaries in order to strive toward compliance with Louisiana Indigent Defender Board's minimum compensation guidelines established for capital and appellate attorneys, defraying attorney unit support costs, defraying expert witness fees and specialized testing up to the amounts recommended, and defraying the cost of continuing legal education and training programs.

Murder 1 State Grant Fund – The Murder 1 State Grant Special Revenue Fund also consists of grants from the Louisiana Indigent Defender Board. This grant money can be used only to defray the expenses of the guilt and penalty phase investigation and the fees, overhead, and out-of-pocket expenses of trial lead and/or associate counsel for capital cases.

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 COMBINING BALANCE SHEET
 SPECIAL REVENUE FUNDS
 DECEMBER 31, 1999

EXHIBIT F - 1

	<u>DISTRICT ASSISTANCE</u>	<u>MURDER 1 GRANT</u>	<u>TOTAL</u>
ASSETS			
Cash	\$ 390	\$ 12,680	\$ 13,070
<u>TOTAL ASSETS</u>	<u>\$ 390</u>	<u>\$ 12,680</u>	<u>\$ 13,070</u>
LIABILITIES AND EQUITY			
LIABILITIES			
Accounts payable	\$ 344	\$	\$ 344
Payroll taxes withheld	46		46
Deferred grant revenue		12,680	12,680
Total Liabilities	390	12,680	13,070
EQUITY			
Fund balances - unreserved - undesignated	-	-	-
<u>TOTAL LIABILITIES AND EQUITY</u>	<u>\$ 390</u>	<u>\$ 12,680</u>	<u>\$ 13,070</u>

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

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 COMBINING STATEMENTS OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES
 SPECIAL REVENUE FUNDS
 YEARS ENDED DECEMBER 31, 1999 AND 1998

EXHIBIT F - 2

	DECEMBER 31, 1999			DECEMBER 31, 1998		
	DISTRICT ASSISTANCE	MURDER 1 GRANT	TOTAL	DISTRICT ASSISTANCE	MURDER 1 GRANT	TOTAL
REVENUES						
Intergovernmental revenue						
State grant	\$ 299,210	\$ 9,795	\$ 309,005	\$ 96,425	\$ 16,767	\$ 113,192
Interest	8,746	1,075	9,821	5,528	1,439	6,967
Total Revenues	307,956	10,870	318,826	101,953	18,206	120,159
EXPENDITURES						
Current						
Salaries - attorneys	5,000		5,000	5,000		5,000
Staff salaries and related benefits	10,538		10,538	3,763		3,763
Attorney fees	123,030	10,870	133,900	64,783	18,206	82,989
Contract services	2,114		2,114	8,643		8,643
Office supplies	13,471		13,471	1,370		1,370
Insurance	5,561		5,561	14,449		14,449
Travel and seminars				2,945		2,945
Capital outlay				1,000		1,000
Total Expenditures	159,714	10,870	170,584	101,953	18,206	120,159
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	148,242	-	148,242	-	-	-
FUND BALANCES, BEGINNING OF YEAR	-	-	-	-	-	-
Residual equity transfer to General Fund	(148,242)		(148,242)			
FUND BALANCES, END OF YEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCES - BUDGET AND ACTUAL -
 DISTRICT ASSISTANCE FUND
 YEARS ENDED DECEMBER 31, 1999 AND 1998

EXHIBIT F - 3

	DECEMBER 31, 1999		DECEMBER 31, 1998		
	BUDGET	ACTUAL	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES					
Intergovernmental revenue					
State grant	\$ 169,600	\$ 299,210	\$ 103,300	\$ 96,425	\$ (6,875)
Interest	5,000	8,746	5,000	5,528	528
Total Revenues	174,600	307,956	108,300	101,953	(6,347)
EXPENDITURES					
Current					
Salaries - attorneys	5,000	5,000	5,000	5,000	-
Staff salaries and related benefits	25,050	10,538	4,300	3,763	537
Attorney fees	122,050	123,030	72,000	64,783	7,217
Contract services			10,000	8,643	1,357
Office supplies	2,000	2,114	500	1,370	(870)
Insurance	2,500	13,471	1,100	14,449	(13,349)
Travel and seminars	3,000	5,561	2,400	2,945	(545)
Capital outlay	15,000	15,000	13,000	1,000	12,000
Total Expenditures	174,600	159,714	108,300	101,953	6,347
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	148,242	-	-	-
FUND BALANCES, BEGINNING OF YEAR	-	-	-	-	-
Residual equity transfer to General Fund		(148,242)			(148,242)
FUND BALANCES, END OF YEAR	-	-	-	-	-

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

NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCES - BUDGET AND ACTUAL -
 MURDER 1 STATE GRANT FUND
 YEARS ENDED DECEMBER 31, 1999 AND 1998

EXHIBIT F - 4

	DECEMBER 31, 1999		DECEMBER 31, 1998		
	BUDGET	ACTUAL	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES					
Intergovernmental revenue	\$ 35,000	\$ 9,795	\$ 25,000	\$ 16,767	\$ (8,233)
State grant	5,000	1,075	1,500	1,439	(61)
Interest	40,000	10,870	26,500	18,206	(8,294)
Total Revenues					
EXPENDITURES					
Current	40,000	10,870	26,500	18,206	8,294
Attorney fees					
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	-	-	-
FUND BALANCES, BEGINNING OF YEAR	-	-	-	-	-
FUND BALANCES, END OF YEAR	\$ -	\$ -	\$ -	\$ -	\$ -

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

**OTHER REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***



PAYNE, MOORE & HERRINGTON, LLP

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Mr. Kenneth P. Rodenbeck, Chief Public Defender, and
Members of the Ninth Judicial District Indigent Defender Board
Rapides Parish, Louisiana

We have audited the general purpose financial statements of the Ninth Judicial District Indigent Defender Board, Rapides Parish, Louisiana, as of December 31, 1999, and for each of the two years in the period ended December 31, 1999, and have issued our report thereon dated February 15, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Ninth Judicial District Indigent Defender Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no material instances of noncompliance that are required to be reported under *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Indigent Defender Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted one matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming



PAYNE, MOORE & HERRINGTON, LLP

Mr. Kenneth P. Rodenbeck, Chief Public Defender, and
Members of the Ninth Judicial District Indigent Defender Board
Rapides Parish, Louisiana

to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Board's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. The reportable condition is described in the accompanying Schedule of Findings and Questioned Costs as finding 99 - 01. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition listed is not a material weakness.

This report is intended solely for the information and use of the Ninth Judicial District Indigent Defender Board, management, state awarding agencies, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Payne, Moore & Herrington, LLP
Certified Public Accountants

February 15, 2000

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 RAPIDES PARISH, LOUISIANA
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 DECEMBER 31, 1999 AND 1998**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unqualified	
Internal control over financial reporting:		
Material weaknesses identified?	_____ yes	___x___ no
Reportable conditions identified that are not considered to be material weaknesses?	___x___ yes	_____ none reported
Noncompliance material to financial statements noted?	_____ yes	___x___ no
<i>Management's Corrective Action Plan</i>	See Attached	
<i>Management's Summary Schedule of Prior Audit Findings</i>	See Attached	
<u>Federal Awards</u>	Not Applicable	

SECTION II - FINANCIAL STATEMENT FINDINGS

REPORTABLE CONDITIONS

FINDING 99-01 – CASH RECEIPTS FROM INDIGENT DEFENDANTS

Criteria: Internal controls should be established to reduce to a relatively low level the risk that *noncompliance with management's authorized procedures would be detected within a timely period by employees in the normal course of performing their assigned functions.*

Condition: Due to the small number of employees in the Ninth Judicial District Indigent Defender Board's office, only one employee is involved in the receipt, recording, and deposit of cash received from the indigent defendants. The cash totals about \$30,000 to \$40,000 in a year. Although receipts are written for payments, no other employee foots the receipts to be sure all money received is accounted for. Money is held and accumulated for several days before being deposited. In addition, since collections are non-enforceable, statements are not sent out to all of the defendants on a regular basis.

Effect: Some revenue related to the indigent defendant fees might never be collected. Even if collected, the fees might not be deposited in the Board's account.

Cause: There are only four employees in the Ninth Judicial District Indigent Defender Board's office. Personnel assigned this duty does not have the time to call the indigent defendants for collection of these fees. Also, there are no internal controls in place to verify these receipts.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 1999 AND 1998**

Recommendation: We recommend that receipts continue to be written every time a fee is received. Someone in the office other than the personnel assigned to collection of the fees should foot the receipts and trace the total to the amount deposited into the bank account. We also recommend that more time be spent on the collection of these fees. Louisiana Revised Statute 39:1212 requires daily deposits to be made whenever practicable. We suggest that this practice be followed.

Management's Response: See Management's Corrective Action Plan.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
MANAGEMENT'S SUMMARY OF PRIOR AUDIT FINDINGS
YEARS ENDED DECEMBER 31, 1999 AND 1998**

REPORTABLE CONDITIONS

FINDING 97-01 – LEGAL COMPLIANCE OF BUDGET ADOPTION

Resolved.

FINDING 97-02 - CASH RECEIPTS FROM INDIGENT DEFENDANTS

Condition: Due to the small number of employees in the Ninth Judicial District Indigent Defender Board's office, only one employee is involved in the receipt, recording, and deposit of cash received from the indigent defendants. The cash totals about \$30,000 to \$40,000 in a year. Although receipts are written for payments, no other employee foots the receipts to be sure all money received is accounted for. Money is held and accumulated for several days before being deposited. In addition, since collections are non-enforceable, statements are not sent out to all of the defendants on a regular basis.

Recommendation: It was recommended that receipts continue to be written every time a fee is received. Someone in the office other than the personnel assigned to collection of the fees should foot the receipts and trace the total to the amount deposited into the bank account. It was also recommended that more time be spent on the collection of these fees. Louisiana Revised Statute 39:1212 requires daily deposits to be made whenever practicable. It was suggested that this practice be followed.

Current Status: Not resolved – see Finding 99-01.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
YEARS ENDED DECEMBER 31, 1999 AND 1998**

The Ninth Judicial District Indigent Defender Board respectfully submits the following corrective action plan for the years ended December 31, 1999 and 1998.

Independent Public Accounting Firm: Rebecca Morris, CPA, Partner
Payne, Moore & Herrington, LLP
P. O. Box 13200
Alexandria, LA 71315-3200
(318) 443-1893

Auditee Contact Person: Kenneth P. Rodenbeck
Chief Public Defender
909 Sixth Street
Alexandria, LA 71301
(318) 443-7082

Audit period: January 1, 1998 through December 31, 1999

The findings from the Schedule of Findings and Questioned Costs are discussed below. The findings are numbered consistently with the numbers assigned in the Schedule.

REPORTABLE CONDITIONS

FINDING 99-01 - CASH RECEIPTS FROM INDIGENT DEFENDANTS

Condition: Due to the small number of employees in the Ninth Judicial District Indigent Defender Board's office, only one employee is involved in the receipt, recording, and deposit of cash received from the indigent defendants. The cash totals about \$30,000 to \$40,000 in a year. Although receipts are written for payments, no other employee foots the receipts to be sure all money received is accounted for. Money is held and accumulated for several days before being deposited. In addition, since collections are non-enforceable, statements are not sent out to all of the defendants on a regular basis.

Recommendation: It was recommended that receipts continue to be written every time a fee is received. Someone in the office other than the personnel assigned to collection of the fees should foot the receipts and trace the total to the amount deposited into the bank account. It was also recommended that more time be spent on the collection of these fees. Louisiana Revised Statute 39:1212 requires daily deposits to be made whenever practicable. It was suggested that this practice be followed.

Action Taken:

I agree that because of the small number of employees in the Ninth Judicial District Indigent Defender Board's Office, only one employee generally handles this function. Another employee will be assigned in the future to check the receipts against the total to be banked as part of a check and balance procedure.

**NINTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
RAPIDES PARISH, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
YEARS ENDED DECEMBER 31, 1999 AND 1998**

With regard to the statements not being sent out on a regular basis, I am in the final stage of negotiating for a computer software program which will, amongst other things, ensure that statements are sent out to defendant who owe a reimbursement on a regular basis. This software program should ensure that we are able to collect more of the fees due the Public Defenders Office.

I agree that Louisiana Revised Statute 39:1212 requires daily deposits to be made whenever practical.