

**SEVENTEENTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
LAFOURCHE PARISH, LOUISIANA**

ANNUAL FINANCIAL REPORT

For the Year Ended December 31, 2003

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

Release Date 4/21/04



SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
ANNUAL FINANCIAL REPORT
 For the Year Ended December 31, 2005

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**SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS**

For the Year Ended December 31, 2003

This discussion and analysis of the Seventeenth Judicial District Indigent Defender Board's (The Board's) financial performance provides a narrative overview of the financial activities for the year ended December 31, 2003. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- At the end of the year, total net assets were \$132,483. Net assets decreased by \$48,558 from the previous year of \$181,041.
- Total net assets are comprised of the following:
 - (1) Invested in capital assets of \$1,697 that included property and equipment, net of accumulated depreciation – the net book value.
 - (2) Unrestricted net assets of \$130,786 that represent the portion available to maintain continuing obligations to citizens and creditors.
- The governmental funds reported total ending fund balance – all consolidated unreserved of \$103,785. Fund balance for governmental activities decreased by \$43,843 from the prior year - \$147,629.
- Total spending for all judicial activities was \$445,541, which was \$51,670 more than the fees and costs charged for these activities - \$393,871. General revenues of interest earnings and other revenues of \$5,114 were used to offset part of the shortfall.
- The interest earned on checking accounts and investments in certificates of deposits was \$5,114.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (GWFS) - The Statement of Net Assets and the Statement of Activities provide information about the financial activities as a whole and present a longer-term view of the finances. Fund Financial Statements (FFS) - The Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report, located immediately following this MDDA, that the Basic Financial Statements are fairly stated. The auditor regarding the Required Supplemental Information is providing varying degrees of assurance. A use of this

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2003

report should read the independent auditor's report carefully to ascertain the level of assistance being provided for each of the other parts in the Annual Report.

Government-Wide Financial Statements

One of the most important questions asked about the Board's finances is, "Is the Board as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the Board as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the net assets and changes in them. You can think of the net assets—the difference between assets and liabilities—as one way to measure the financial health, or financial position. Over time, increases or decreases in the net assets are one indicator of whether its financial health is improving or deteriorating.

The Statement of Net Assets and the Statement of Activities reports only one type of activity - governmental activities. All of the basic judicial services are reported as this type. Fees and fees charged to the public finance most of these activities.

Fund Financial Statements

The Fund Financial Statements provide detailed information about the most significant funds—not the Board's operations as a whole. Some funds are required to be established by State laws. Other funds are established to help control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money.

The Board utilizes only the governmental type of fund with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of these funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the next future to finance programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in reconciliations at the bottom and following the fund financial statements.

SEVENTEENTH JUDICIAL DISTRICT INDEPENDENT DEFENDER BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2003

FINANCIAL ANALYSIS OF THE BOARD AS A WHOLE (GPPS)

As a result of this year's operations, net assets decreased by \$48,358. The decrease was due to a slight increase in the salaries and related benefits of the employees, including an increase in health insurance benefits for all full-time employees and an increase in rent required for additional office space. Unrestricted net assets—the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—absorbed all of the decrease this year. The balance in net assets - \$132,483 represents the accumulated results of all past years' operations.

The total revenues for the year in governmental activities were 1397,883 (\$181,971 in charges for services and \$3,114 in investment earnings and other revenues). The total cost of all judicial programs and services was \$445,641.

FINANCIAL ANALYSIS OF THE BOARD'S FUNDS (FFS)

The Board utilizes funds to control and manage money for particular purposes. Reviewing individual funds provides the information to determine if an entity is being accountable for the resources provided and may also give you more insight into the overall financial health.

The governmental fund (general fund) reported an ending fund balance of \$316,786. This reflects a decrease of \$47,843 from last year. This decrease is primarily due to the same results described within the analysis of the governmental activities.

GENERAL FUND BUDGETARY MANAGEMENT

There were no amendments to the original budget for the year ending December 31, 2003.

CAPITAL ASSETS

The Board investment in capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2003 was \$1,697.

This year there were no additions or dispositions in capital assets. Depreciation expense of \$1,513 was charged to the general fund. More detailed information about the Board's capital assets is presented in Note 5 to the financial statements.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended December 31, 2003

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Among the factors considered in compiling the 2004 budget were:

1. any changes in rates and fees for the next fiscal year
2. personnel and benefit changes
3. any new laws and regulations enacted that would apply to the upcoming year
4. any new revenue sources or expenditures not previously encountered.

Highlights of next year's adopted budget for the general fund include:

Projected beginning balance	\$240,798
Anticipated income for 2004	+11,222
Anticipated expenditures for 2004	-401,122
Excess Expenditures over Resources	(\$14,902)
Proposed ending balance	\$240,798

CONTACTING THE BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Board's finances and to show the Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact:

Lawrence Austin, Office Manager
Seventeenth Judicial District Indigent Defender Board
106 Green Street
Thibodaux, LA 70381.



STAGNI & COMPANY, LLC

INDEPENDENT AUDITOR'S REPORT

Members of the Board
Seventeenth Judicial District Indigent Defender Board
Lafayette Parish, Louisiana

We have audited the accompanying financial statements of the governmental activities and each major fund of the Seventeenth Judicial District Indigent Defender Board as of and for the year ended December 31, 2003, which collectively comprise the basic financial statements, as listed in the table of contents. These basic financial statements are the responsibility of the Seventeenth Judicial District Indigent Defender Board's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic 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 financial statements referred to above present fairly, in all material aspects, the financial position of the governmental activities and each major fund of the Seventeenth Judicial District Indigent Defender Board as of December 31, 2003, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 12, 2004, on our consideration of the Seventeenth Judicial District Indigent Defender Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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Members of the Board
Seventeenth Judicial District Defender Board
Page 2

Management's Discussion and Analysis and the Required Supplementary Information section are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The other supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Seventeenth Judicial District Defender Board. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Seymour & Company

Thibodaux, Louisiana
April 13, 2004



BASIC FINANCIAL STATEMENTS

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Statement of Net Assets

December 31, 2003

	<u>Governmental Activities</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 301,608
Due from other governments	29,181
Total current assets	<u>330,789</u>
Noncurrent assets:	
Capital assets, net of depreciation	1,697
Total assets	<u>\$ 332,486</u>
NET ASSETS	
Invested in capital assets	\$ 1,697
Unrestricted	330,789
Total net assets	<u>\$ 332,486</u>

See notes to financial statements.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Statement of Activities

For the Year Ended December 31, 2003

Expenses:

Governmental activities:

General government - Judicial:

Personal services	\$ 278,038
Retired benefits	30,248
Panel attorneys and witness fees	66,108
Law library	12,737
Legal and accounting	300
Insurance	18,048
Office supplies	8,000
Paper & maintenance	860
Advertising	1,180
Dues and subscriptions	1,725
Investigator expense	607
Travel, conventions, and training	576
Rent	12,864
Telephone	2,322
Expendible equipment	2,108
Depreciation	1,513
Total program expenses	<u>448,947</u>

Program revenues:

Charges for services	387,871
Net program revenue	<u>10,924</u>

General revenues:

Unrestricted investment earnings	5,114
Total general revenues	<u>5,114</u>

Increase in net assets (48,509)

Net assets - beginning of the year	391,000
Net assets - end of the year	<u>\$ 342,491</u>

See notes to financial statements.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Balance Sheet - Governmental Fund

December 31, 2003

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 301,009
Due from other governments	29,181
TOTAL ASSETS	<u>\$ 330,190</u>
LIABILITIES AND FUND EQUITY	
Equity	
Fund balances - unreserved, undesignated	\$ 330,190
TOTAL LIABILITIES AND FUND EQUITY	<u>330,190</u>
RECONCILIATION TO STATEMENT OF NET ASSETS:	
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets used in governmental activities are not financial resources	1,007
Net assets of governmental activities	<u>\$ 332,187</u>

See notes to financial statements.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
 Statement of Revenues, Expenditures, and Changes in Fund Balance
 Governmental Fund
 For the Year Ended December 31, 2020

REVENUES	
Court cost on fines and forfeitures	\$ 378,822
Restitution	13,049
Interest income	5,114
TOTAL REVENUES	<u>397,985</u>
EXPENDITURES - JUDICIAL:	
Current	
Salaries and related benefits	278,030
Related benefits	30,249
Panel attorneys and expert witness fees	69,150
Law library	13,737
Legal and accounting	300
Insurance	18,045
Office supplies	9,559
Repairs and maintenance	685
Advertising	1,153
Dues and subscriptions	1,725
Investigator expense	587
Travel, conventions, and training	576
Rent	12,884
Telephone	2,322
Expendable equipment	2,188
TOTAL EXPENDITURES	<u>444,128</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(47,043)
FUND BALANCE:	
Beginning of year	377,826
End of year	<u>330,783</u>

See notes to the financial statements.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2023

Net change in fund balances - governmental fund (FFS) \$ (47,843)

Amounts reported for governmental activities in the statement of activities
(ZWFS) are different because:

Governmental funds report capital outlays as expenditures in the individual fund.
Governmental activities report depreciation expense to allocate the cost of those
capital assets over the estimated useful lives of the asset.

Depreciation expense (1,813) (1,813)

Change in net assets of governmental activities (ZWFS) \$ (49,656)

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2005

INTRODUCTION

The Seventeenth Judicial District Indigent Defender Board (the Board) is established in compliance with Louisiana Revised Statutes 15:144-149. Its purpose is to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases before the Seventeenth Judicial District Courts and the City Court of Thibodaux. The judicial district encompasses the Parish of Lafourche. There are five members of the Board appointed by the judges of the district. None of the board members are compensated. Revenues to finance the Board's operations are provided primarily from court cost, fines and forfeitures of bonds imposed by the courts. During the year 2714 cases were opened. The Board employed ten employees who include the chief indigent defender, five assistant indigent defenders, an office manager/investigator, and three secretaries.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying basic financial statements have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, issued in June 1999.

B. Reporting entity

Governmental Accounting Standards Board Statement No. 14 "The Financial Reporting Entity", sets forth the standards for defining and presenting the reporting entity in financial statements. To fairly present the financial position and results of operations of the financial reporting entity, a government must determine whether its reporting entity consists of only the legal entity known as the "primary government" or one or more organizations called "component units."

According to GASB No. 14, the Seventeenth Judicial District Indigent Defender Board is considered a primary government defined as any state government or general purpose local government or a special purpose government that meets all of the following criteria:

- 1) It has a separately elected governing body;
- 2) It is legally separate;
- 3) It is financially independent of other state and local governments.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2003

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Reporting entity (Continued)

Inclusion of a "potential component unit" in the primary government's reporting entity depends on whether the primary government is financially accountable for the potential component unit. The key criteria for deciding financial accountability are any one of the following:

- a. Fiscal dependency of the potential component unit on the primary government, or
- b. The primary government appoints a voting majority of the potential component unit's governing body and:
 1. the primary government can impose its will on the potential component unit and/or
 2. a financial benefit/burden relationship exists between the primary government and the potential component unit, or
- c. The primary government's financial statements would be misleading or incomplete if the potential component unit were included.

The Board's financial statements include all funds and activities or efforts, that are within the oversight responsibility of the Seventeenth Judicial District. Other local governments over which the Seventeenth Judicial District Indigent Defender Board exercises no oversight responsibility are excluded from the accompanying financial statements. These units are considered separate reporting entities and issue financial statements separate from those of the Board.

C. Fund accounting

The board accounts are organized and operated on the basis of funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

The Board reports the General Fund as a governmental fund. The General Fund is the entity's primary operating fund. It accounts for all financial resources of the entity, except those required to be accounted for in another fund.

D. Measurement Focus and Basis of Accounting

Government-Wide Financial Statements

The Statement of Net Assets and the Statement of Changes in Net Assets report information on all of the non-fiduciary activities. Governmental activities are reported separately from business-type activities.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Measurement Focus and Basis of Accounting (Continued)

Government-Wide Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are closely 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. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are reported using the economic substance 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.

Fund Financial Statements

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Grant costs, fees, forfeitures, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when it is received by the government.

E. Deposits

Cash includes amounts in interest-bearing demand deposits. Under state law, the board may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under laws of the United States.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Capital assets

Capital assets that include property, plant and equipment, are capitalized at historical cost or estimated cost and depreciated over their estimated useful lives. Donated assets are recorded as capital assets at their fair market value at the date of donation. The Board maintains a threshold level of \$300 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

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:

• Equipment	3-10 years
• Furniture	3 years
• Law books	3 years

G. Compensated absences

The Board has the following policy relating to vacation and sick leave:

Employees of the board receive five (5) or twenty (20) working days of sick leave depending on their years of service and two (2) weeks to three (3) weeks of vacation leave each year after the employee has been employed for a period of twelve months, depending on their years of service. Unused leave may not be accumulated and is not paid upon termination or retirement; therefore, there are no leave benefits that are required to be reported in accordance with GASB Codification C60 or GASB Statement No. 18.

H. Estimates

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

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2003

NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budget Information:

A budget committee prepares a balanced operating budget that is then ratified by the full Board. This took place on October 8, 2003. The budget may be amended during the year as conditions dictate so long as it remains in balance. The Board did not amend the December 31, 2003 budget.

NOTE 3 DEPOSITS

The Board has deposits as follows:

ACCOUNT	
Various interest-bearing checking accounts	\$ 1,000
Community Bank money market account	516
Community Bank certificate of deposit	100,000
Mid South Bank certificate of deposit	150,000
Yield Federal savings investor account	100,000
TOTAL	\$ 301,516

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. These securities must be held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At year-end, the Board had \$102,767 in deposits (collected bank balances). These deposits are secured from risk by \$312,248 of federal deposit insurance and \$41,650 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, S.S. 39-1219 imposes a statutory requirement on the custodial bank to absorb and sell the pledged securities within 10 days of being notified by the entity that the fiscal agent has failed to pay deposited funds upon demand.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2003

NOTE 4 DUE FROM OTHER GOVERNMENTS

The balance due from other governments of \$29,181 are for court cost, fines and forfeitures fees collected and due from other governmental entities as follows:

Lafourche Parish Sheriff	\$24,480
City Court of Thibodaux	\$ 3,120
Lafourche Parish District Attorney	\$ 1,571

NOTE 5 CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year is as follows:

Governmental activities	Furniture, Equipment, And Library
Balance at December 31, 2002	\$ 79,480
Additions	-
Deletions/Adjustments	-
Balance at December 31, 2003	79,480
Less: Accumulated Depreciation	(50,299)
Total capital assets being depreciated, net	\$ 29,181

Depreciation expense of \$1,313 for the year ended December 31, 2003 was charged to governmental activities.

NOTE 6 PENSION PLAN

Plan Description. All employees of the Seventeenth Judicial District Indigent Defender Board are members of the Parochial Employees Retirement System of Louisiana (the System), a cost sharing, and multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Board are members of Plan B.

All permanent employees working at least 28 hours per week whom are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan B employees who retire at or after age 62 with at least 10 years of creditable service or at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2 per cent of their final-average salary for each year of creditable service.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Note to the Financial Statements
For the Year Ended December 31, 2003

NOTE 6 PENSION PLAN (Continued)

Monthly retirement benefits paid under Plan B cannot exceed the lesser of 100 percent of final-average salary of \$70 multiplied by total years of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefits accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employer's Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1961.

Funding Policy. Under Plan B, members are required by state statute to contribute 3.0 percent of their annual covered salary and the Board is required to contribute at an actuarially determined rate. The current rate is 3.75 percent of the annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the board are established and may be amended by state statute.

As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actual valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The board's contributions to the System under Plan B for the years ending December 31, 2000, 2001, and 2002, were \$19,426 (3.5%), \$7,426, (3.5%), and \$6,625 (3.5%), respectively, equal to the required contributions for each year.

NOTE 7 RISK MANAGEMENT

The Board is exposed to various risks of loss related to fire, theft of, damage to, and destruction of assets; injury to employees. The Board purchased commercial insurance policies for any and all claims relating to the above types of risks. The Board's is only liable for the payment of the deductible associated with the above types of risks. Settlements have not exceeded insurance coverage in any of the three preceding years.

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Notes to the Financial Statements
For the Year Ended December 31, 2003

NOTE 8 OPERATING LEASE

The Board entered into an operating lease to lease 1,047 square feet of office space at 106 Green St. for a period of three years and five months commencing on August 1, 2003 and ending on December 31, 2005 at a monthly rate of \$1,047. This lease gives the lessee the option to renew for an additional term of three years at an increase of \$1.50 per square foot or \$1,771.50 per month. This lease also gives the lessee a second option to renew for another three year term at an increase of \$1.50 per square foot or \$1,908.75 per month.

***REQUIRED SUPPLEMENTARY
INFORMATION***

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Supplementary Comparison Schedule - General Fund

For the Year Ended December 31, 2002

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES:				
Court cost on fines and forfeitures	\$ 27,000	was not	\$ 275,803	\$ 7,203
Restitution	74,000	amended	13,045	(5,955)
Interest income	5,125	during this year	5,773	(5,270)
Total revenues	<u>106,125</u>		<u>304,621</u>	<u>1,968</u>
EXPENDITURES				
Current:				
Salaries	270,128		278,050	(7,922)
Retired benefits	55,291		55,249	42
Parent attorneys and witness fees	85,200		88,159	(2,959)
Law library	12,000		12,737	(737)
Legal and accounting	5,000		890	4,110
Insurance	5,000		18,048	(13,048)
Office supplies	12,000		2,899	9,101
Repairs and maintenance	-		883	(883)
Advertising	5,000		1,755	3,245
Jury and subscriptions	2,000		1,738	262
Investigator expense	5,000		807	4,193
Travel, conventions, and training	2,000		278	1,722
Rent	12,000		12,004	-
Telephone	5,000		2,322	2,678
Expendable equipment	4,000		1,158	2,842
Total current expenditures	<u>443,721</u>		<u>444,128</u>	<u>407</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(50,000)		(47,507)	2,493
FUND BALANCE:				
Beginning of the year	<u>50,000</u>		<u>57,509</u>	<u>57,509</u>
End of the year	<u>-</u>		<u>100,016</u>	<u>100,016</u>

REPORTS REQUIRED BY GAO



STAGNI & COMPANY, LLC

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

Members of the Board
Seventeenth Judicial District Indigent Defender Board
Lafourche Parish, Louisiana

We have audited the financial statements of the governmental activities and major fund of the Seventeenth Judicial District Indigent Defender Board as of and for the year ended December 31, 2003, which collectively comprise the basic financial statements, and have issued our report thereon dated April 12, 2004. 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.

Compliance

As part of obtaining reasonable assurance about whether the Seventeenth 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, contracts 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 these 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 that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Seventeenth Judicial District 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 basic financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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 accounts that would be material in relation to the basic 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

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Seventeenth Judicial District Indigent Defender Board
Lafourche Parish Louisiana
Page 2

This report is intended solely for the information and use of management, the board of directors, and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Savage & Company

Thibodaux, Louisiana
April 12, 2004



**SEVENTEENTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2003**

We have audited the financial statements of the governmental activities and major fund of the Seventeenth Judicial District Indigent Defender Board, Lafourche Parish, Louisiana as of and for the year ended December 31, 2003, which collectively comprise the basic financial statements, and have issued our report thereon dated April 12, 2004. 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 audit of the basic financial statements as of December 31, 2003 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes No Reportable Conditions Yes No

Compliance

Compliance Material to Financial Statements Yes No

b. Federal Awards **NA**

Internal Control

Material Weaknesses Yes No Reportable Conditions Yes No

Type of Opinion On Compliance Unqualified Qualified
For Major Programs Disclaimer Adverse

Are these findings required to be reported in accordance with Circular A-133, Section 300.40? Yes No

c. Identification of Major Programs: N/A

Section II Financial Statement Findings

NOT APPLICABLE

Section III Federal Award Findings and Questioned Costs

NOT APPLICABLE



OTHER SUPPLEMENTAL INFORMATION

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Status of Prior Audit Findings
For the Year Ended December 31, 2000

<u>Reference Number</u>	<u>Fiscal Year Finding Initially Observed</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
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Section I - Internal Control and Compliance Material to the Financial Statements:
NONE

Section II - Internal Control and Compliance Material to Federal Awards:
NOT APPLICABLE

Section III - Management Letter:
NONE

SEVENTEENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

Corrective Action Plan

For the Year Ended December 31, 2003

<u>Reference</u> <u>Number</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name(s) of</u> <u>Contact</u> <u>Person(s)</u>	<u>Anticipated</u> <u>Completion Date</u>
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Section I - Internal Control and Compliance Material to the Financial Statements:

NONE

Section II - Internal Control and Compliance Material to Federal Awards:

NOT APPLICABLE

Section III - Management Letter:

NONE