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DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT

Evangeline Parish, Louisiana

Financial Report

Year Ended December 31, 1995

under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 SEP 0 4 1996

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INDEPENDENT AUDITOR'S REPORT

The Honorable J. William Pucheu
District Attorney of the Thirteenth
Judicial District
Evangeline Parish, Louisiana

We have audited the accompanying general purpose financial statements of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, a component unit of the Evangeline Parish Police Jury, primary government, as of and for the year ended December 31, 1995. These financial statements are the responsibility of the District Attorney. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, 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 financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, as of December 31, 1995, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with <u>Government Auditing Standards</u>, we have also issued a report dated May 17, 1996 on our consideration of the District Attorney of Thirteenth Judicial District's internal control structure and a report dated May 17, 1996 on the District Attorney of Thirteenth Judicial District's compliance with laws and regulations.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying financial information listed as "Supplemental Information" in the table of contents is presented for purposes of

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additional analysis and is not a required part of the financial statements of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

The financial information for the preceding year which is included for comparative purposes was taken from the financial report for the year ended December 31, 1994, in which we expressed an unqualified opinion on the financial statements of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana.

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Ville Platte, Louisiana May 17, 1996 GENERAL PURPOSE FINANCIAL STATEMENTS (COMBINED STATEMENTS - OVERVIEW)

Combined Balance Sheet - All Governmental Fund Types and Account Group
December 31, 1995

	Govern	mental Types	Account Group			
	<u> </u>	Special	General	Totals		
	_	Revenue	Fixed	(Memorandum Only)		
	<u>General</u>	<u>Fund</u>	<u>Assets</u>	<u> 1995</u>	<u>1994</u>	
ASSETS						
Cash	\$26,355	\$ 8,760	\$ -	\$ 35,115	\$ 32,040	
Interest-bearing deposits	3,428	47,619	-	51,047	47,907	
Receivables:						
Commissions due from other governmental units	3,285	_	_	3,285	2 790	
Incentive payments - Louisiana	•	_	~	3,20)	2,780	
Department of Health and						
Human Resources	-	3,404	-	3,404	2,681	
Interest	-	462	-	462	347	
Office furnishings, equipment and vehicles	_	_	117,979	117,979	117,979	
did veriferes				<u> </u>	<u> 11/ 9/9</u>	
Total assets	\$33,068	\$60,245	\$117,979	\$211,292	\$203,734	
	200-100-100-100-100-100-100-100-100-100-					
LIABILITIES AND FUND EQUITY						
Liabilities:						
Accounts payable	<u>\$14,838</u>	\$ 393	<u>\$</u>	<u>\$ 15,231</u>	<u>\$ 813</u>	
Fund equity:						
Investment in general						
fixed assets	-	-	117,979	117,979	117,979	
Fund balances - unreserved,	10 000	50 050		70 000	0.4 0.4 0	
undesignated Total fund equity	$\frac{18,230}{18,230}$	59,852	117,979	78,082	<u>84,942</u>	
Total Luna Equity	10,230	<u> </u>		130,001	<u>202,921</u>	
Total liabilities and						
fund equity	\$33,068	\$60,245	\$117,979	\$211,292	\$203,734	
	ليثونك نيزط شوط بالباد الالك الكالا الكالا					

The accompanying notes are an integral part of this statement.

Comparative Statement of Revenues, Expenditures and Changes in Fund Balances -All Governmental Fund Types Years Ended December 31, 1995 and 1994

	General Fund		Special Revenue <u>Fund</u>		Total (Memorandum Only	
	1995	1994_	1995	1994	1995	1994
Revenues: Commissions on fines and forfeitures	\$36,695 20,319	\$37,391 17,066	\$ - -	•	20,319	\$ 37,391 17,066
Bail bonds fees Incentive payments		-	42,488	37,368	42,488 850	37,368
Confiscated assets income	850 70	55	2,337	- 1,719	2,407	1,774
Interest income	70 62 8	<u> 272</u>	408	•	1,036	272
Miscellaneous	58,562	54,784	45,233	39,087	103,795	93,871
Total revenues						
Expenditures: Current -						
General government - judicial:	_	_	54,056	39,227	54,056	39,227
Personnel services and related benefits	15,441	469	-	<u>:</u>	15,441	469
Investigation expense	4,436	4,947	-	-	4,436	4,947
insurance	1,512	1,214	-	-	1,512	1,214
Automobile operation and maintenance	67	613	-	•	67	613
Witness fees	5,554	5,961	-	-	5,554	5,961
Dues and subscriptions	3,621	3,646	-	-	3,621	3,646
Office expenditures Professional fees	2,500	2,500	-	-	2,500	2,500
Travel, conference and training	5,062	8,257		-	5,062	8,257
	2,118	•	-	-	2,118	4 / 7/
Uniforms	1,179	1,474	-	-	1,179	1,474
Maintenance Bail bond fee allocation	15,101	12,799	-	-	15,101	12,799
Other	8	134	-	-	8	134
Capital outlay - Equipment and vehicles		20,115		- 70 227	110,655	20,115 101,356
Total expenditures	<u>56,599</u>	62,129	54,056	39,227	110,055	101,550
Excess (deficiency) of revenues over expenditures	1,963	(7,345)	(8,823)	(140)	(6,860)	(7,485)
Fund balances, beginning of year	<u>16,267</u>	23,612	68,675	<u>68,815</u>	84,942	92,427
Fund balances, end of year	\$18,230 ======	\$16,267 ======	\$59,852 ======	\$68,675 ======	\$ 78,082 ======	\$ 84,942 ======

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances -Budget (GAAP Basis) and Actual - All Governmental Fund Types Year Ended December 31, 1995

	General Fund			Special Revenue Fund		
	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)	Budget	Actual	Variance - Favorable (Unfavorable)
Revenues:			47051	•	•	•
Commissions on fines and forfeitures	\$37,000	\$36,695	\$ (305)	\$ -	» -	> -
Bail bonds fees	20,000	20,319	319	-	- (2 /00	- / 00
Incentive payments	-	*		42,000	42,488	488
Confiscated assets	-	850	850		-	* 777
Interest income	-	70	70	2,000	2,337	337
Miscellaneous	1,000	<u>628</u>	<u>(372</u>)		408	408
Total revenues	58,000	<u>58,562</u>	<u>562</u>	44,000	45,233	1,233
Expenditures:						
Current -						
General government - judicial:						
Personnel services and related						
benefits	-	-	-	54,000	54,056	(56)
Investigation expense	15,000	15,441	(441)	-	-	•
Insurance	5,000	4,436	564	•	-	-
Automobile operation and maintenance	1,350	1,512	(162)	•	-	-
Witness fees	700	67	633	-	-	-
Dues and subscriptions	6,000	5,554	446	-	-	-
Office expenditures	3,700	3,621	79	-	-	-
Professional fees	2,500	2,500	-	-	-	-
Travel, conference and training	8,000	5,062	2,938	-	-	~
Uniforms	-	2,118	(2,118)	-	-	-
Maintenance	•	1,179	(1,179)	-	-	-
Bail bond fee allocation	13,500	15,101	(1,601)	-	-	-
Other	300	8	292	-	-	•
Capital outlay -						
Equipment	•	-			-	
Total expenditures	56,050	56,599	(549)	54,000	<u>54,056</u>	<u>(56</u>)
Excess (deficiency) of revenues					_	
over expenditures	1,950	1,963	13	(10,000)	(8,823)	1,177
Fund balances, beginning of year	16,267	16,267		68,675	<u>68,675</u>	
Fund balances, end of year	\$18,217	\$18,230	\$ 13 =======	\$58,675 ======	\$59,852	\$ 1,177 ======

The accompanying notes are an integral part of this statement.

Notes to Financial Statements

(1) Summary of Significant Accounting Policies

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney of the Thirteenth Judicial District (District Attorney), has charge of every criminal prosecution by the state in his district, is the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury. He performs other duties as provided by law. The District Attorney is elected by the qualified electors of the judicial district for a term of six years. The judicial district encompasses Evangeline Parish.

A. Basis of Presentation

The accounting and reporting policies of the District Attorney conform to generally accepted accounting principles (GAAP) as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the industry audit guide, <u>Audits of State and Local Governmental Units</u>. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting.

The following is a summary of certain significant accounting policies:

B. <u>Financial Reporting Entity</u>

These general purpose financial statements only include funds, account groups, activities, et cetera, that are controlled by the District Attorney as an independently elected parish official. Based on the criteria established by Government Accounting Standards Board (GASB) Statement No. 14, the District Attorney is a component unit of the Evangeline Parish Police Jury, primary government (Police Jury). The District Attorney is fiscally dependent on the Police Jury since the District Attorney's offices are located in the Parish Court House, the upkeep and maintenance of the courthouse is paid by the Police Jury and in addition, the Police Jury also pays salaries and certain operating expenditures of the District Attorney.

The District Attorney of the Thirteenth Judicial District is a part of the district court system of the State of Louisiana. However, the state statutes that created the District Attorneys also give the District Attorneys control over all their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and

Notes to Financial Statements (Continued)

disbursement of funds. Other than salaries and certain operating expenditures of the District Attorney's office that are paid by the Police Jury as required by Louisiana law, the District Attorney is financially independent and operates autonomously from the State of Louisiana and independently from the district court system.

C. <u>Fund Accounting</u>

The District Attorney 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 relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group 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.

Funds of the District Attorney are classified as governmental funds. Governmental funds account for the District Attorney's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. Governmental funds of the District Attorney include:

General Fund

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that twelve percent of the fines collected and bonds forfeited within the judicial district be transmitted to the District Attorney to defray the necessary expenditures of his office.

Title IV-D Special Revenue Fund

The Title IV-D Special Revenue Fund consists of incentive payments from the Louisiana Department of Social Services, 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 fund 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.

Notes to Financial Statements (Continued)

D. <u>Fixed Assets</u>

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the governmental funds. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

All other fixed assets used in the District Attorney's office are provided by the police jury and are accounted for in the general fixed assets account group of the police jury.

The account group is not a fund. It is concerned only with the measurement of financial position, not with measurement of results of operations.

E. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Commissions on fines and bond forfeitures are recorded in the year earned. Incentive payments are recorded when the District Attorney is entitled to the funds. Interest earned on investments is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Purchases of various operating supplies are regarded as expenditures at the time purchased.

Notes to Financial Statements (Continued)

F. Budget and Budgetary Accounting

The District Attorney of the Thirteenth Judicial District prepares budgets for the General Fund and Special Revenue Fund. The budgets for 1995 were amended. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

G. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the District Attorney as an extension of formal budgetary integration in the funds.

H. Compensated Absences

Employees with less than eight years of service are allowed one week sick leave and one week vacation per year. Employees with eight or more years of service are allowed three weeks of vacation and sick leave. Employees may accumulate up to 42 days of sick leave and 15 days of vacation. The amount of compensated absences payable at December 31, 1995 is immaterial, and therefore, not included in the financial statements.

I. <u>Cash and Cash Equivalents</u>

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits with original maturities of 90 days or less. Under state law, the District Attorney may deposit funds in demand deposits, interest-bearing deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the District Attorney may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

Notes to Financial Statements (Continued)

J. Total Columns on Combined Statements - Overview

Total columns on the Combined Statements - Overview are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

K. <u>Comparative Data</u>

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the District Attorney's financial position and results of operations. However, comparative (i.e., presentation of prior year totals by fund type) data have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

(2) Cash and Interest-Bearing Deposits

At December 31, 1995, the District Attorney has cash and interest-bearing deposits (book balances) totaling \$86,162, as follows:

Cash	\$35,115
Time deposits	
Total	\$86,162

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 bank. At December 31, 1995, the District Attorney has \$85,576 in deposits (bank balances). These deposits are secured from risk by \$85,576 of federal deposit insurance.

Notes to Financial Statements (Continued)

(3) Changes in General Fixed Assets

A summary of changes in general fixed assets (office furnishings, equipment and vehicles) follows:

Balance, December 31, 1994	\$117,979
Additions Deletions	-
Balance, December 31, 1995	\$117,979

(4) Retirement System

Employees of the District Attorney's office are members of the Federal Social Security System. Contributions to the System by the District Attorney's office totaled \$7,040 for the year ending December 31, 1995.

(5) Litigation

At December 31, 1995, there is no litigation pending against the District Attorney.

(6) Expenditures of the District Attorney Not Included in the Accompanying Financial Statements

The accompanying financial statements do not include certain expenditures of the district attorney paid out of the funds of the criminal court, the Evangeline Parish Police Jury, or directly by the state. A portion of the salaries of the district attorney and assistant district attorneys are paid directly by the state. The Evangeline Parish Police Jury pays certain salaries and employer contributions of secretarial personnel.

SUPPLEMENTAL INFORMATION

SCHEDULES OF INDIVIDUAL FUNDS

GENERAL FUND

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

Comparative Balance Sheet December 31, 1995 and 1994

	<u> 1995</u>	<u>1994</u>
ASSETS		
Cash Interest-bearing deposits Receivables:	\$26,355 3,428	•
Commissions due from other governmental units	3,285	2,780
Total assets	\$33,068	\$16,746
LIABILITIES AND FUND EQUITY		
Liabilities: Accounts payable	\$14,838	\$ 479
Fund balance: Fund balances - unreserved, undesignated	18,230	<u>16,267</u>
Total liabilities and fund equity	\$33,068	\$16,746

SPECIAL REVENUE FUND

Title IV-D Fund

Monies received in this fund consist of incentive payments from the Louisiana Department of Health and Human Resources. The costs of enforcing child support obligations are accounted for in this fund.

DISTRICT ATTORNEY OF THE THIRTEENTH JUDICIAL DISTRICT Evangeline Parish, Louisiana Special Revenue Fund Title IV-D

Comparative Balance Sheet December 31, 1995 and 1994

	1995	1994
ASSETS		
Cash Interest-bearing deposits	\$ 8,760 47,619	\$20,583 45,398
Receivables:	77,015	15,570
Incentive payments - Louisiana Department of Health and Human Resources Interest	3,404 462	2,681 347
Total assets	\$60,245	\$69,009
LIABILITIES AND FUND EQUITY		
Liabilities: Accounts payable	\$ 393	\$ 334
Fund equity: Fund balances - unreserved, undesignated	<u>59,852</u>	<u>68,675</u>
Total liabilities and fund equity	\$60,245	\$69,009

INTERNAL CONTROL AND COMPLIANCE

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Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards

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The Honorable J. William Pucheu District Attorney of the Thirteenth Judicial District Evangeline Parish, Louisiana

We have audited the general purpose financial statements of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, a component unit of the Evangeline Parish Police Jury, primary government, for the year ended December 31, 1995, and have issued our report thereon dated May 17, 1996.

We have 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 general purpose financial statements are free of material misstatement.

The District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by the District Attorney are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide the District Attorney with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with the District Attorney's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, for the year ended December 31, 1995, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies

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and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our audit procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted a certain matter involving the internal control structure and its operation that we consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Individual Segregation of Accounting Functions

Finding:

Due to the small number of employees, the District Attorney did not have adequate segregation of functions within the accounting system.

Recommendation:

Based on the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

Response:

No response is considered necessary.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the 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 structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we noted the above reportable condition that we believe to be a material weakness.

This report is intended for the information of management and the Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Ville Platte, Louisiana May 17, 1996

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Independent Auditor's Report on Compliance Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards

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The Honorable J. William Pucheu District Attorney of the Thirteenth Judicial District Evangeline Parish, Louisiana

We have audited the general purpose financial statements of the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, a component unit of the Evangeline Parish Police Jury, primary government, as of and for the year ended December 31, 1995, and have issued our report thereon dated May 17, 1996.

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 general purpose financial statements are free of material misstatement.

Compliance with laws, regulations and contracts applicable to the District Attorney of the Thirteenth Judicial District, Evangeline Parish, Louisiana, is the responsibility of the District Attorney. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the District Attorney of the Thirteenth Judicial District's, compliance with certain provisions of laws, regulations and contracts. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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.

This report is intended for the information of management and the Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Darnall, Sikes, Kolder, Frederick & Rainey

A Corporation of Certified Public Accountants

Ville Platte, Louisiana May 17, 1996

MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SOCIETY OF LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS