

In planning and performing our audit of the general purpose financial statements of the District Attorney 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 the relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing 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.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a 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 and irregularities 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. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

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

Respectfully submitted,

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Metairie, Louisiana,
June 4, 1996.



Beauchamp Bennett

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED
ON AN AUDIT OF THE GENERAL PURPOSE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the District Attorney of the
Thirty-Fourth Judicial District,
Chalmette, Louisiana.

We have audited the general purpose financial statements of District Attorney of the Thirty-Fourth Judicial District (the District Attorney) as of and for the year ended December 31, 1995, and have issued our report thereon dated June 4, 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 and regulations applicable to the District Attorney is the responsibility of the District Attorney. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the District Attorney's compliance with certain provisions of laws and regulations. However, our objective 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 herein under Government Auditing Standards.

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

Respectfully submitted,

Bougie Bennett, LLC.

Certified Public Accountants.

Metairie, Louisiana,
June 4, 1996.

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Financial Report

*District Attorney of the
Thirty-Fourth Judicial District*

December 31, 1995

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

Release Date: 7-17-96



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COMMUNICATIONS WITH THE DISTRICT ATTORNEY OF THE
THIRTY-FOURTH JUDICIAL DISTRICT

To the District Attorney of the
Thirty-Fourth Judicial District,
Chalmette, Louisiana.

In fulfilling our responsibility as the District Attorney of the Thirty-Fourth Judicial District
offices for the year ended December 31, 1995, we are required to communicate to the District Attorney certain
matters related to the conduct of our audit.

1. AUDITOR'S RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING
STANDARDS AND GOVERNMENT AUDITING STANDARDS

Our audit was conducted in accordance with generally accepted auditing standards and
Government Auditing Standards issued by the Comptroller General of the United States
which require that we plan and perform the audit to obtain reasonable assurance about
whether the general purpose financial statements are free of material misstatements.

As required, separate letters have been issued on internal control and compliance with
laws and regulations.

2. SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies are described in Note 1 to the general purpose financial
statements. No new accounting policies were adopted nor required to be adopted for the
year ended December 31, 1995.

3. SIGNIFICANT AUDIT ADJUSTMENTS

We initiated no significant audit adjustments during our recent audit. Your audit
adjustments and closing entries were prepared.

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District Attorney of the Thirty-Fourth Judicial District

December 31, 1995

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Bourgeois Bennett

INDEPENDENT AUDITOR'S REPORT

To the District Attorney of the
Thirty-Fourth Judicial District,
Chalmette, Louisiana.

We have audited the accompanying general purpose financial statements of the District Attorney of the Thirty-Fourth Judicial District (the District Attorney), as of and for the year ended December 31, 1995, as listed in the table of contents. These general purpose financial statements are the responsibility of the District Attorney. 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. These 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. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the District Attorney, as well as evaluating the overall general purpose 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 District Attorney of the Thirty-Fourth Judicial District 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 Government Auditing Standards, we have also issued a report dated June 4, 1996, on our consideration of District Attorney of the Thirty-Fourth Judicial District's internal control structure and a report dated June 4, 1996 on its compliance with laws and regulations.

Respectfully submitted,

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Metairie, Louisiana,
June 4, 1996.

**COMBINED BALANCE SHEET
GOVERNMENTAL FUND TYPE**

**District Attorney of the Thirty-Fourth
Judicial District**

December 31, 1995

	Governmental Fund Type		Total (Memorandum Only)
	General	Title 17-D Incentive Special Revenue	
ASSETS			
Cash and cash equivalents	\$ 613,467	\$ 79,840	\$ 693,307
Receivables:			
Commission on fees	2,129		2,129
Bond forfeitures	15,161		15,161
Bond premiums fee	20,618		20,618
Court costs	1,440		1,440
Accrued interest	<u>3,891</u>	<u>1,238</u>	<u>5,129</u>
Totals	<u>\$ 656,706</u>	<u>\$ 81,078</u>	<u>\$ 737,784</u>
LIABILITIES			
Funds due to other governmental entities	\$ 164,677		\$ 164,677
FUND EQUITY			
Fund equity - fund balances - unreserved	<u>492,029</u>	<u>\$ 81,078</u>	<u>573,107</u>
Totals	<u>\$ 656,782</u>	<u>\$ 81,078</u>	<u>\$ 737,860</u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND TYPE**

**District Attorney of the Thirty-Fourth
Judicial District**

For the year ended December 31, 1995

	Governmental Fund Type		
	General	Title IV-D Incentives Special Revenue	Total (Memorandum Only)
Revenues			
Commissions on fines	\$ 21,202		\$ 21,202
Bond forfeitures - Act 52 of 1994	24,845		24,845
Bond premium fee - Act 834 of 1993	18,889		18,889
Court costs - Act 293 of 1986	18,092		18,092
Use of money and property - interest earnings	20,742	\$ 3,796	24,538
Total revenues	103,570	3,796	107,366
Expenditures			
General government - judicial - office expense	150		150
Excess of Revenues Over Expenditures	103,420	3,796	107,216
Fund Balance			
Beginning of year, as restated	388,665	77,282	465,947
End of year	\$ 492,025	\$ 81,078	\$ 573,103

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS**District Attorney of the Thirty-Fourth
Judicial District**

December 31, 1995

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 36 of the Louisiana Constitution of 1974, the District Attorney has charge of every criminal prosecution by the state in his district, is the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury. 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 the parish of St. Bernard, Louisiana.

The accounting policies of the District Attorney of the Thirty-Fourth Judicial District (the District Attorney) conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies:

a. Reporting Entity

The District Attorney for St. Bernard Parish is a separately elected official and is not included as a component unit in any other financial statements. The activities of the District Attorney have been reviewed and it was determined that there are no potential component units which should be included in the District Attorney's financial statements.

b. Fund Accounting

The government uses funds 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 government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Fund Accounting (Continued)

Governmental Funds

Governmental Funds are those through which most governmental functions of the District Attorney are financed. The acquisition, use and balances of the District Attorney's expendable financial resources and the related liabilities are accounted for through Governmental Funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Governmental Funds of the District Attorney:

General Fund - The General Fund was established in compliance with Louisiana Revised Statute 15:511.11, which provides that a percentage of the fines collected and bonds forfeited within the judicial district be transmitted to the district attorney to defray the necessary expenses of his office.

Title IV-D Incentives Special Revenue Fund - The Title IV-D Incentives Special Revenue Fund consists of incentive payments from the Louisiana Department of Health and Hospitals, as authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of the program is to enforce the support obligations owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support. As discussed in Note 7, the contract for Title IV-D Incentive Funds was canceled and was not renewed as of December 31, 1995.

c. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. *Basis of Accounting (Continued)*

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Commissions on fines, Act 203 court costs, Act 824 bond premium fees, Act 52 bond forfeitures, and Title IV-D incentive payments are recorded in the year they are earned. Interest on investments is recorded when earned. Any interest not received at year end is accrued as a receivable. Other revenues are recognized when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

d. *Operating Budgetary Data*

The District Attorney did not adopt budgets for the General Fund and Special Revenue Fund for the year ended December 31, 1995, because the district attorney did not anticipate any expenditures in these funds. Therefore, the accompanying financial statements do not include a comparison of revenues and expenditures to budget.

e. *Bad Debts*

The financial statements of the District Attorney contain no allowance for bad debts. Uncollectible receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the funds.

f. *General Fixed Assets*

Fixed assets used in the District Attorney's office are accounted for in the general fixed assets account group of the St. Bernard Parish Council. Therefore, the accompanying financial statements do not include a general fixed assets account

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Vacation and Sick Leave

All employees are paid by the St. Bernard Parish Council, and any accruals relating to vacation leave are included in the financial statements of the police jury.

h. Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the District Attorney.

i. Total Column on Combined Statements - Overview

The total column on the combined statements - overview is captioned *presented only* to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations, 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.

Note 2 - GENERAL FUND FUND BALANCE RESTATEMENT

In prior years, the District Attorney recorded all bond forfeitures as revenue of the General Fund. During 1993, the District Attorney became aware that certain bond forfeitures paid to it should have been distributed to other governmental entities. The restatements decreased fund balance as previously reported as December 31, 1994, by \$30,639. Had the funds due other governmental entities for bond forfeitures been recorded as December 31, 1993 and 1994, excess of revenues over expenditures in the general fund for 1994 as previously reported would have been decreased by \$14,571.

Note 3- CASH AND CASH EQUIVALENTS

At December 31, 1995, the District Attorney has cash and cash equivalents totaling \$603,307 as follows:

Demand deposits	\$296,403
Savings accounts	50,807
Time deposits	<u>246,097</u>
Total	<u>\$603,307</u>

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

State law also requires that deposits of all political sub-divisions be fully collateralized at all times. Acceptable collateralization includes the FDIC/PSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

During the year the District Attorney's investments consisted of interest bearing, demand, savings and time deposits. The deposits in excess of the FDIC insurance are collateralized by securities held by unaffiliated banks in the name of the financial institution pledged to the District Attorney.

Note 4- FUNDS DUE TO OTHER GOVERNMENTAL ENTITIES

Amounts due to other governmental entities, in accordance with Act 834 of 1993 and Act 52 of 1994, at December 31, 1995 consisted of the following:

	<u>Act 834</u>	<u>Act 52</u>	<u>Total</u>
St. Bernard Sheriff's Office	\$78,689	\$ 28,694	\$ 107,383
Judicial Court Fund	18,689	-	18,689
14th Judicial District Indigent Defender Board	18,688	20,297	38,985
Criminal Court	-	58,620	58,620
Totals	<u>\$116,066</u>	<u>\$108,611</u>	<u>\$224,677</u>

Note 5 - DEFINED BENEFIT PENSION PLAN

The District Attorney and Assistant District Attorneys are members of the Louisiana District Attorneys Retirement System. Secretaries of the District Attorney's office are members of the Louisiana Parochial Employees Retirement System (Plan A) or the federal Social Security System. The pension expenditures for the District Attorney are paid by St. Bernard Parish Council; therefore, such costs are not included in the accompanying financial statements, but are included in the financial statements of the Council.

Note 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 parish council, or directly by the State.

Note 7 - FEDERAL FINANCIAL ASSISTANCE

The District Attorney previously participated in the United States Department of Health and Human Services Child Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance No. 15.783. This program is funded by indirect assistance payments in the form of incentive payments received from the Louisiana Department of Health and Hospitals (DHHS). Effective December 1991, the District Attorney decided to discontinue the contract with the DHHS which provided funding for these services. Thus, the DHHS now administers this portion of the program and accordingly, no incentive payments were appropriated to the District Attorney in 1994.

There are no restrictions on how the incentive payments may be expended, except as may be required by state law for any other funds of the District Attorney. However, these payments may be subject to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditures that may be disallowed as a result of such a review or audit.

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS



Bourgeois Bennett

INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF THE GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the District Attorney of the
Thirty-Fourth Judicial District,
Chakama, Louisiana.

We have audited the general purpose financial statements of the District Attorney of the Thirty-Fourth Judicial District (the District Attorney) as of and for the year ended December 31, 1995, and have issued our report thereon dated June 4, 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. These 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 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 general purpose 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.