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**THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1987**

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 Jan 21 1988



THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1997

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Independent Auditor's Report

**THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana**

I have audited the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board, a component unit of Cameron Parish Police Jury, as of December 31, 1997, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the Thirty-Eighth Judicial District Indigent Defender Board. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my 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 I 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 management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Thirty-Eighth Judicial District Indigent Defender Board, as of December 31, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued reports dated May 18, 1998, on the Thirty-Eighth Judicial District Indigent Defender Board's compliance with laws, regulations and contracts and my consideration of the agency's internal control structure.

West Monroe, Louisiana
May 18, 1998

VERNON R. COON
CERTIFIED PUBLIC ACCOUNTANT
PUBLIC ACCOUNTANTS

OFFICE OF LOUISIANA
CERTIFIED PUBLIC
ACCOUNTANTS

REGISTERED OFFICE IN
LOUISIANA
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GENERAL PURPOSE FINANCIAL STATEMENTS
(Overview)

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Balance Sheet, December 31, 1997

ASSETS

Cash and equivalents	\$173,925
Receivables - court costs	<u>11,902</u>
TOTAL ASSETS	<u>\$185,827</u>

LIABILITIES AND FUND EQUITY

Liabilities - accounts payable	\$172
Fund equity - fund balance - unreserved - undesignated	<u>187,655</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$187,827</u>

The accompanying notes are an integral part of this statement.

THIRTY-EIGHTH JUDICIAL DISTRICT
 INDIGENT DEFENDER BOARD
 Caddo, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
 Changes in Fund Balance
 For the Year Ended December 31, 1997

REVENUES	
Court costs on fines and forfeitures	\$126,570
Louisiana Indigent Defender Board grant	16,659
Use of money and property - interest earned	8,426
Total revenues	<u>149,655</u>
EXPENDITURES	
Caddo - general government - judicial:	
Personal services and related benefits - attorney salaries	71,743
Operating services - accounting and auditing	2,571
Total expenditures	<u>74,314</u>
EXCESS OF REVENUES OVER EXPENDITURES	75,339
FUND BALANCE AT BEGINNING OF YEAR	<u>112,386</u>
FUND BALANCE AT END OF YEAR	<u>\$187,655</u>

The accompanying notes are an integral part of this statement.

**THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana**

*Notes to the Financial Statements
As of and for the Year Ended December 31, 1997*

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Thirty-Eighth Judicial District Indigent Defender Board is established in compliance with Louisiana Revised Statutes 15:144-149 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the parish of Cameron, Louisiana. The indigent defender board is composed of three members who are appointed by the district court. The board members serve without compensation.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Cameron Parish Police Jury is the financial reporting entity for Cameron Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Cameron Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

Cameron, Louisiana

Notes to the Financial Statements (Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Board members are appointed by the district judge. However, the police jury is ultimately responsible for the fiscal operations of the Thirty-Eighth Judicial District court system, which includes the Indigent Defender Board. Further, because of this relationship, the police jury's primary government financial statements would be misleading without inclusion of the board's financial statements. Therefore, the indigent defender board is considered a component unit of the parish reporting entity.

B. FUND ACCOUNTING

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

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fund assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing service to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The board's current operations require the use of only a governmental fund (General Fund). The General Fund is the general operating fund of the indigent defender board and accounts for all of its financial resources.

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
Notes to the Financial Statements (Continued)

**C. GENERAL FIXED ASSETS AND
LONG-TERM OBLIGATIONS**

The indigent defender board has no fixed assets or long-term obligations as December 31, 1997.

D. BASIS OF ACCOUNTING

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

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The board uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Court costs on fines and forfeitures imposed by the district are recorded in the year they are collected by the tax collector.

Grant funds are recorded when the indigent defender board is notified to the funds.

Interest income on interest bearing demand deposits is recorded at the end of the month when credited by the bank. Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Based on the above criteria, court costs on fines and forfeitures are treated as susceptible to accrual.

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
Notes to the Financial Statements (Continued)

Expenditures

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

E. CASH

Under state law, the indigent defender board may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The board may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 1997, the board has cash and cash equivalents (bank balances) totaling \$173,923, as follows:

Demand deposits	\$25,925
Time deposits	<u>150,000</u>
Total	<u>\$173,923</u>

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.

Cash and cash equivalents (bank balances) as December 31, 1997, are secured as follows:

Bank balances	<u>\$173,923</u>
Federal deposit insurance	\$127,675
Pledged securities (uncollateralized)	<u>76,960</u>
Total	<u>\$378,558</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than the name of the district, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C36.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 90 days of being notified by the board that the fiscal agent has failed to pay deposited funds upon demand.

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
Notes to the Financial Statements (Continued)

F. VACATION AND SICK LEAVE

The indigent defender board has no employees; therefore, no vacation and sick leave policy is required.

2. INDIGENT DEFENDER ATTORNEY

As provided by Louisiana Statute 15:143(B)(3), the indigent defender board entered into an agreement with an attorney to provide legal representation to indigents in the Thirty-Eighth Judicial District. The agreement provides for a monthly salary of \$2,500 provided funds are available to pay this amount. If monthly court cost collections are not sufficient to pay the full salary amount, the contract may be terminated. The maximum amount that the attorney will be paid during a year will not exceed \$42,000.

3. LITIGATION

As December 31, 1997, the indigent defender board is not involved in any litigation nor is it aware of any unasserted claims.

**Independent Auditor's Reports Required
by Government Auditing Standards**

The following independent auditor's reports on compliance and internal control are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



**Independent Auditor's Report on
Compliance With Laws, Regulations and Contracts**

**THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana**

I have audited the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board, a component unit of Cameron Parish Police Jury, as of December 31, 1997, and for the year then ended, and have issued my report thereon dated May 18, 1998.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and the Louisiana Government Audit Guide, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. These standards and the audit guide require that I 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 Thirty-Eighth Judicial District Indigent Defender Board is the responsibility of the board's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Thirty-Eighth Judicial District Indigent Defender Board's compliance with certain provisions of laws, regulations and contracts. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

VERNON R. COON
CHARTERED ACCOUNTANT
PUBLIC ACCOUNTANTS

**SOCIETY OF LOUISIANA
CERTIFIED PUBLIC
ACCOUNTANTS**

**PROCESSED ACCORDING TO
GOVERNMENTAL
AUDITING, REPORTING
AND FINANCIAL STATEMENTS**

**THE PROFESSIONAL BOARD
OF ACCOUNTANTS
LOUISIANA DISTRICT
BOARD OF REGULATORS
THIRTY-EIGHT JUDICIAL
DISTRICT BOARD
P.O. BOX 1000**

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
Independent Auditor's Report
on Compliance, Etc.
December 31, 1997

This report is intended for the information of members of the Thirty-Eighth Judicial District Indigent Defender Board. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana
May 18, 1998



**Independent Auditor's Report
on Internal Control Structure**

**THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana**

I have audited the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board, a component unit of Cameron Parish Police Jury, as of December 31, 1987, and for the year then-ended, and have issued my report thereon dated May 18, 1988.

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

The management of the Thirty-Eighth Judicial District Indigent Defender Board is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management 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 management 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 management'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.

**VERNON R. COON
CERTIFIED PUBLIC ACCOUNTANT
PUBLIC ACCOUNTANTS**

**CITY OF LOUISIANA
CERTIFIED PUBLIC
ACCOUNTANTS**

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THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
Independent Auditor's Report
on Internal Control Structure
December 31, 1997

In planning and performing my audit of the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board for the year ended December 31, 1997, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

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

All accounting functions of the board, i.e., depositing and posting receipts and preparing, posting and issuing checks are performed by one individual. Such functions are not compatible and should be performed by separate individuals. However, because of the size of the board and its limited revenues, it is not economically feasible to correct this deficiency.

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 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.

My 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 material weaknesses as defined above. However, I do not consider the reportable condition described above to be a material weakness.

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana
Independent Auditor's Report
on Internal Control Structure
December 31, 1997

This report is intended for the information of members of the Thirty-Eighth Judicial District Indigent Defender Board. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana
May 18, 1998

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 1997

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Thirty-Eighth Judicial District Indigent Defender Board.
2. No instances of non-compliance material to the financial statements of the Thirty-Eighth Judicial District Indigent Defender Board were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control Structure.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

THIRTY-EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Cameron, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 1996

There were no audit findings reported in the audit for the year ended December 31, 1996.