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**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**

Monroe, Louisiana

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

Under provisions of state law, this report is a public document. A copy of this report, together with supporting schedules, may be obtained, on request, and at no charge, from the public affairs office of the District Judge of the Legislative Auditor's Unit, where appropriate, at the office of the parish clerk of court.

Release Date: 11-22-1998

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**

Jennings, Louisiana

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

With Supplemental Information Schedules

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Jennings, LA. 70546

INDEPENDENT AUDITOR'S REPORT

Honorable Michael C. Cusidy
District Attorney
Thirty-First Judicial District
Jennings, Louisiana

I have audited the accompanying general purpose financial statements of the District Attorney of the Thirty-First Judicial District, a component unit of the Jefferson Davis Parish Police Jury, as of December 31, 1997, and for the year then ended. These general purpose financial statements are the responsibility of the District Attorney of the Thirty-First Judicial District's management. 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 the standards applicable to financial audits contained in 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 general purpose 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 District Attorney of the Thirty-First Judicial District, as of December 31, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the District Attorney of the Thirty-First Judicial District. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, I have also issued my report dated June 21, 1998, on my consideration of District Attorney of the Thirty-First Judicial District's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.



Certified Public Accountant

Jennings, Louisiana
June 22, 1998

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Terrebonne, Louisiana

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
 As of December 31, 1997

	Governmental Funds		Fiduciary Fund- Agency Funds	Account Group	Total (Miscellaneous Data)
	General Fund	Special Revenue Funds		General Fund Assets	
ASSETS AND OTHER DEBITS					
Assets:					
Cash and cash equivalents	\$ 199,115	\$ 284,378	\$ 182,058	\$ 0	\$ 665,551
Receivables					
Due from other governments	90,570	11,623	0	0	102,193
Due from other funds	0	0	14	0	14
Property and equipment	0	0	0	188,371	188,371
TOTAL ASSETS AND OTHER DEBITS	\$ 289,685	\$ 295,999	\$ 182,072	\$ 188,371	\$ 856,127
LIABILITIES, EQUITY, AND OTHER CREDITS					
Liabilities:					
Accounts payable	\$ 884	\$ 2,899	\$ 0	\$ 0	\$ 3,783
Payroll deductions and withholdings payable	1,699	1,527	0	0	3,226
Due to other governments	11,629	0	0	0	11,629
Due to other funds	14	0	0	0	14
Due to others	3,832	0	182,048	0	185,880
Total Liabilities	17,058	4,426	182,048	0	193,532
Equity and Other Credits					
Investment in general fund assets	0	0	0	188,371	188,371
Fund balance - unreserved - undesignated	281,486	291,573	0	0	573,059
Total Fund Equity and Other Credits	281,486	291,573	0	188,371	761,430
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 282,544	\$ 295,999	\$ 182,048	\$ 188,371	\$ 856,962

See accompanying notes to financial statements.

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Baton Rouge, Louisiana

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES--ALL GOVERNMENTAL FUND TYPES
Year Ended December 31, 1997**

	General Fund	Special Revenue	Total (Miscellaneous Only)
REVENUES			
Commissions on fines and forfeitures and fees for collection of worthless checks	\$ 169,307	\$ 169,179	\$ 338,486
Intergovernmental revenues:			
Federal	0	70,884	70,884
State	26,650	16,841	43,491
Funds	123,134	0	123,134
Charges for services	3,000	1,035	4,035
Use of money and property	8,568	11,933	20,501
Other revenues	492	237	729
Total revenues	<u>334,551</u>	<u>360,509</u>	<u>695,060</u>
EXPENDITURES			
Salary and related benefits	123,426	104,202	227,628
Advertising, dues and subscriptions	4,648	21,498	26,146
Communications	2,707	1,810	4,517
Repairs and maintenance	249	80	329
Professional services	3,650	15,469	19,119
Insurance	0	7,583	7,583
Office supplies	948	7,554	8,502
Operating supplies	4,133	0	4,133
Travel and seminars	26,418	647	27,065
Other expenditures	3,875	24,871	28,746
Capital outlay	2,189	489	2,678
Intergovernmental expenditures:			
Distributions to other governments - Local	97,340	0	97,340
Distributions to other governments - other	0	3,693	3,693
Grants to other governments	62,000	35,827	97,827
Total expenditures	<u>365,152</u>	<u>221,282</u>	<u>586,434</u>
EXCESS-(DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(30,601)</u>	<u>138,227</u>	<u>107,626</u>
OTHER FINANCING SOURCES (USES)			
Operating transfers in	40,281	0	40,281
Operating transfers out	0	(40,281)	(40,281)
Total other financing sources (uses)	<u>40,281</u>	<u>(40,281)</u>	<u>0</u>
EXCESS-(DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	<u>11,680</u>	<u>97,946</u>	<u>109,626</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>183,848</u>	<u>261,603</u>	<u>445,451</u>
FUND BALANCES AT END OF YEAR	<u>\$ 195,528</u>	<u>\$ 261,219</u>	<u>\$ 456,747</u>

See accompanying notes to financial statements.

DETRACT STATEMENT OF THE THIRTY-FIRST JUDICIAL DISTRICT
Arizona, Location

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND-BALANCED-BUDGET AND ACTUAL ALL GOVERNMENTAL FUND TYPES**
 Year Ended December 31, 1991

	General Fund			Special Revenue Funds		
	Budget	Actual	Variance Favorable (Disadvantage)	Budget	Actual	Variance Favorable (Disadvantage)
REVENUES						
Contributions-in-aid and subsidies and fees for collection of worthless checks	\$ 188,000	\$ 189,507	\$ (1,507)	\$ 124,888	\$ 125,175	\$ (287)
Intergovernmental revenues						
Federal	0	0	0	28,888	28,888	0
State	0	28,888	28,888	25,888	26,041	(153)
Fuels	88,000	125,124	40,124	0	0	0
Charges for services	5,000	5,000	(5,000)	1,200	1,200	0
Use of money and property	1,000	5,888	7,888	1,000	11,000	10,000
Other revenues	1,000	511	(489)	888	557	(331)
Total revenues	284,000	354,928	68,928	277,888	292,228	14,340
EXPENDITURES						
Salaries and related benefits	175,000	188,224	13,224	95,000	104,288	(9,288)
Advertising, dues and subscriptions	4,000	4,448	448	27,888	28,498	610
Commodities	80	2,747	(2,667)	1,200	1,200	0
Repairs and maintenance	1,000	241	(759)	150	20	130
Professional services	14,000	5,668	(8,332)	4,000	13,888	(9,888)
Insurance	3,000	0	3,000	4,200	7,200	(3,000)
Office supplies	3,000	888	(2,112)	1,800	7,284	(5,484)
Operating supplies	5,000	4,888	112	2,000	0	2,000
Travel and mileage	20,000	28,888	8,888	3,000	641	2,359
Other expenditures	4,000	7,879	(3,879)	11,000	24,071	(13,071)
Capital outlay	3,000	5,129	(2,129)	8,000	489	7,511
Intergovernmental expenditures:						
Distributions to other govts. - LACE	88,888	87,288	(1,600)	0	0	0
Distributions to other governments	18,888	0	18,888	0	1,683	(1,683)
Grants to other governments	0	52,000	(52,000)	38,888	31,871	6,017
Total expenditures	321,788	389,728	67,940	208,888	223,281	14,393
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(37,788)	(34,801)	3,987	(31,000)	(31,057)	5,057
OTHER FINANCING SOURCES (USE):						
Operating transfers in	0	48,281	(48,281)	0	0	0
Operating transfers out	0	0	0	0	(43,281)	(43,281)
Total other financing sources (uses)	0	48,281	(48,281)	0	(43,281)	(43,281)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(37,788)	13,480	(51,268)	(31,000)	(74,338)	43,068
FUND BALANCE AT BEGINNING OF YEAR	175,000	193,488	18,488	132,000	280,800	148,800
FUND BALANCE AT END OF YEAR	\$ 137,212	\$ 206,968	\$ 69,756	\$ 101,000	\$ 206,462	\$ 105,462

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**

Jennings, Louisiana

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

INTRODUCTION

Under constitutional provisions and LSA-RS 15:571, the office of the District Attorney is established within each judicial district. The district attorney serves a term of six years and takes office on the first day of January following the election.

As provided by LSA-RS 16:1, the district attorney represents the state in all civil actions, is in charge of every criminal prosecution by the state in his district, is the representative of the state before the grand juries in his district, and is the legal adviser to the grand juries. In addition, the district attorney can on a full-time basis be the regular attorney and counsel for the police jury, the parish school board within the district, and all state boards or commissions domiciled therein the members of which, in whole or in part, are elected by the people or appointed by the governor or other prescribed authority.

The jurisdiction of the District Attorney of the Thirty-First Judicial District is comprised of Jefferson Davis Parish and the office is located in the parish courthouse in the city of Jennings. The staff of the district attorney is made up of twelve employees including two assistant district attorneys and two investigators and seven clerical personnel.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the District Attorney of the Thirty-First Judicial District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Jefferson Davis Parish Police Jury is the financial reporting entity for Jefferson Davis 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.

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Baton Rouge, Louisiana

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Jefferson Davis 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 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.
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.

Because the district attorney is considered to be fiscally dependent on the police jury and exclusion of its data from the financial statements of the police jury would create misleading or incomplete financial statements, the District Attorney was determined to be a component unit of the Jefferson Davis Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

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

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Jennings, Louisiana

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

assets and liabilities that are not recorded in the funds because they do not directly affect net expendable 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 15:271.11, which provides that 12 per cent of the fees collected and bonds forfeited 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 and reimbursement grants 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.

**WORTHLESS CHECK COLLECTION
FEE SPECIAL REVENUE FUND**

The Worthless Check Collection Fee Special Revenue Fund consists of fees collected in accordance with Louisiana Revised Statute 16:13, which provides for a specific fee whenever the district attorney's office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the district attorney and may be used to defray the salaries and the expenses of the office of the district attorney, but may not be used to supplement the salary of the district attorney.

DRUG FORFEITURE SPECIAL REVENUE FUND

The Drug Forfeiture Special Revenue Fund consists of 20% of the fines collected and bonds forfeited under the Seizure and Controlled Dangerous

Substances Property Forfeiture Act of 1989 as prescribed under LRS 40:2816. At the discretion of the district attorney these funds are put in this special revenue fund instead of the general fund, as allowed by law. As provided by LRS 40:2816, these funds can be

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Irrving, Louisiana

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

used for public purposes including, but not limited to use for prosecution, research, support and continuing legal education in furtherance of Chapter 15 Title 40.

DRUG ASSET SEIZURE AGENCY FUND

The Drug Asset Seizure Agency Fund was established in compliance with Louisiana Revised Statute 40:2603, which provides that the proceeds of any sale and any monies forfeited or obtained by judgment or settlement under the Seizure and Controlled Dangerous Substances Property Forfeiture Act of 1989 shall be deposited into a special trust fund until the court determines equitable distribution of these funds. The agency fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. The law provides that the district attorney shall administer expenditures from this fund in the following priority:

- For satisfaction of any bona fide security interest or lien.
- Thereafter, for payment of all proper expenses of the proceedings for forfeiture and sale, including expenses of seizure, maintenance of custody, advertising, and court costs.
- The remaining funds are to be allocated 60% to the law enforcement agency or agencies making the seizure, 20% to the criminal court fund, and 20% to any district attorney's office that handles the forfeiture action for the state.

PRE-TRIAL INTERVENTION SPECIAL REVENUE FUND

The Pre-Trial Intervention Special Revenue Fund was established by the District Attorney to isolate the program revenues and expenditures. The program is a diversion program which is offered to selected non-violent offenders as an alternative to prosecution. Participants receive coordinated assistance in job placement, educational and vocational referrals, personal and group counseling, and referrals to other community agencies appropriate to their needs. The revenues for this fund are derived from charges for services to participants and operating transfers from other funds of the District Attorney.

ESCHOW AGENCY FUND

The Eschow Agency Fund was created to account for collections by the district attorney's office which are to be distributed to other agencies and victims of crimes. This fund is custodial in nature and does not involve measurement of results of operations.

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Baton Rouge, Louisiana

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

WORTHLESS CHECKS ESCROW AGENCY FUND

This fund was established to account for collections of worthless check restitution and fees to be distributed to victims and other government agencies. This fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations.

B. 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 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

Intergovernmental revenues and fees, charges for services, and commissions on fines and forfeitures are recorded when the district attorney is entitled to the funds.

Interest earnings on time deposits are recorded when the time deposits have matured and the interest is available to the district attorney.

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.

Other Financing Sources

Transfers between funds that are not expected to be repaid are accounted for as other financing sources and are in the accounting period in which the transfers occur. Proceeds from the sale of fixed assets and insurance proceeds received on damaged fixed assets are also accounted for as other financing sources and are recognized when received.

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Terrebonne, Louisiana

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

E. BUDGET PRACTICES

Pursuant to the Louisiana Local Government Budget Act (LSA-RS 29: 1301-1314) the District Attorney is required to prepare an annual budget, have a public hearing, and make the budget available for public inspection no later than fifteen days prior to the beginning of each year. A summary of the budget is required to be published at least ten days prior to the date of the first public hearing.

The budget was prepared prior to December, 1996. The public hearing was held on December 10, 1996, and the budget was adopted on that date.

F. ENCUMBRANCES

The district attorney does not use encumbrance accounting.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposit, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district attorney 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 the laws of the United States.

H. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available. Approximately 4 per cent of fixed assets costs have been estimated.

I. COMPENSATED ABSENCES

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

Vacation

- Clerical personnel are granted ten working days per year for the first through fifth year of service, fifteen working days per year for the sixth through twelfth year, and twenty

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT
Jennings, Louisiana**

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

working days per year for service beyond twelve years. Primarily all of the clerical personnel's salaries are paid by the police jury's criminal court fund. This part of the vacation liability applies to the police jury and not the district attorney's office.

- All district attorneys and the administrative and investigative assistants are authorized ten working days per year for the first year of service, then fifteen working days per year for the second through tenth year of service, and twenty-five days per year after ten years of service.
- Vacation time may be accumulated from year to year up to a maximum of three year's total, then it must be used or forfeited.

Sick Leave

- Each employee shall accrue sick leave at the rate of one day per month, the first five years, then one and a half days per month for all years thereafter. Accumulated sick leave cannot exceed 180 days. Employees cannot be paid for accrued sick leave when they resign, retire or are terminated.

The cost of current leave privileges, computed in accordance with GASB Codification Section 650, is recognized as a current year expenditure in the governmental funds when the leave is actually taken. As of December 31, 1997, the district attorney did not have adequate information available to allow for calculation of the accrued vacation liability. Therefore the financial statements do not contain a liability for unpaid vacation pay. The district attorney does not accrue a liability for nonvesting accumulating rights to receive sick pay benefits as allowed by GASB 650.611.

A. TOTAL COLUMNS ON STATEMENTS

The total columns on the statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Incomplete eliminations have not been made in the aggregation of this data.

1. CASH AND CASH EQUIVALENTS

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT
Monroe, Louisiana**

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

At December 31, 1997, the district attorney has cash and cash equivalents (book balances) totaling \$637,627, as follows:

Demand deposits	\$ 83,919
Interest-bearing demand deposits	134,328
Time deposits	348,338
Investments (carrying amount approximates market)	<u>71,269</u>
Total Book Balances	\$ <u>637,627</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. 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 are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1997, the district attorney has \$ 814,672 in deposits (reflected bank balances). These deposits are secured from risk by \$ 511,219 of federal deposit insurance and \$ 303,462 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, Louisiana Revised Statute 39:1329 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 90 days of being notified by the district attorney that the fiscal agent has failed to pay deposited funds upon demand.

The investments were acquired under a repurchase agreement with Jeff Davis Bank & Trust Co. The investments are in the name of Jeff Davis Bank & Trust Co. and are held at Whitney National Bank of New Orleans, as custodian. Because the securities are not in the name of the district attorney and are not held by the district attorney or its agent, the securities are considered uninsured and unregistered, Category 3 in applying the credit risk of GASB Codification Section 139.164.

5. RECEIVABLES

Accounts receivable at December 31, 1997, are as follows:

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Jennings, Louisiana

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

Class of Receivable	General Fund	Special Revenue Funds
Due from other governments		
Fines and forfeitures	\$ 15,112	\$ -0-
LACE program reimbursement	17,400	-0-
Title IV-D incentive payments	-0-	1,559
Title IV-D administrative payments	-0-	7,548
Indirect Federal Grant	-0-	1,916
	<u>\$ 30,572</u>	<u>\$ 11,033</u>

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 1997	Addition	Deductions	Adjustments	Balance December 31, 1997
Automobiles	\$ 24,159	\$ -0-	\$ -0-	\$ -0-	\$ 24,159
Improvements other than buildings	38,080	-0-	-0-	-0-	38,080
Equipment and furniture	114,949	1,608	-0-	665	118,112
Total	<u>\$ 185,388</u>	<u>\$ 1,608</u>	<u>\$ -0-</u>	<u>\$ 665</u>	<u>\$ 188,771</u>

5. PENSION PLANS

A. Louisiana District Attorney's Retirement System

Plan Description. The district attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Assistant district attorneys who earn, as a minimum, the amount paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment and all district attorneys are

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**

Barrange, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 1997

required to participate in the System. For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions, the following applies: Any member with 25 or more years of creditable service regardless of age may retire with a 3 per cent benefit reduction for each year below age 55, provided that no reduction is applied if the member has 30 or more years of service. Any member with at least 18 years of service may retire at age 55 with a 3 per cent benefit reduction for each year retiring below the age of 60. In addition, any member with at least 10 years of service may retire at age 60 with a 3 per cent benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to 3 per cent of the member's average final compensation multiplied by the number of years of his membership service, not to exceed 100 per cent of his average final compensation.

For members who joined the System after July 1, 1990, or who elected to be covered by the new provisions the following applies: Members are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5 per cent of the member's final-average compensation multiplied by years of membership service. A member is eligible for early retirement if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced 3 per cent for each year the member retires in advance of normal retirement age. Benefits may not exceed 100 per cent of average final compensation. 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 Louisiana District Attorneys Retirement System, 2189 Decade Street, New Orleans, Louisiana 70138-2081, or by calling (504) 947-5531.

Funding Policy. Plan members are required by state statute to contribute 7.0 per cent of their annual covered salary and the district attorney is required to contribute at an actuarially determined rate. The current rate is 1.25 per cent of annual covered payroll. Contributions to the System also include .2 per cent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The contribution requirements of plan members and the district attorney are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:109, the employer contributions are determined by actuarial valuation and are subject to change each year based on the result of the valuation for the prior fiscal year. The district attorney's contributions to the System for the years ending December 31, 1997, 1996, and 1995 were \$ 2,883, \$ 4,381, and \$ 4,073, respectively, equal to the required contributions for each year.

B. Parochial Employees' Retirement System of Louisiana (PERS)

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**

Monroe, Louisiana

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

Plan Description. Substantially all employees, exclusive of the district attorney and the assistant district attorneys of the district attorney's office are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing 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 participating employees of the district attorney are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only prior to January 1, 1988, the benefit is equal to one per cent of their final average salary plus \$24 for each year of supplemental-plan-only service earned prior to January 1, 1988. Final-average salary is the employee's average salary over the 30 consecutive or jointed 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 benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The system issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, Post Office Box 14639, Baton Rouge, Louisiana, 70828-4639, or by calling (904) 928-1361.

Funding Policy. Under Plan A, members are required by state statute to contribute 8.50% of their annual covered salary and the District Attorney of the Thirty-First Judicial District is required to contribute at a statutory rate based on actuarially determined computations. The current rate is 7.72% of covered payroll. Contributors to the System also include one-fourth of one per cent of the taxes shown to be collectible (except for Orleans and East Baton Rouge parishes) 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 District Attorney of the Thirty-First Judicial District are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the result of the valuation for the prior fiscal year. The District Attorney of the Thirty-First Judicial District's contribution to the System under Plan A for the year ending December 31, 1997, 1996 and 1995 was \$ 3,421, \$ 2,823, \$ 1,223, respectively, equal to the required contribution for each year.

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Jennings, Louisiana

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

6. INTERFUND OPERATING TRANSFERS

Individual fund operating transfers for 1997, were as follows:

Fund	<u>Transfer In</u>	<u>Transfer Out</u>
General fund		
From worthless check fund	\$ 11,090	\$ -0-
From title IV-D fund	6,108	-0-
From drug forfeiture fund	<u>18,083</u>	<u>-0-</u>
Total general fund	\$ <u>43,281</u>	\$ <u>-0-</u>
Special revenue funds		
Worthless check fund to general fund	\$ -0-	\$ 11,090
Title IV-D fund to general fund	-0-	6,108
Drug forfeiture fund to general fund	<u>-0-</u>	<u>18,083</u>
Total special revenue funds	\$ <u>-0-</u>	\$ <u>43,281</u>
Total all funds	\$ <u>43,281</u>	\$ <u>43,281</u>

**7. 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 police jury's criminal court fund 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 police jury's criminal court fund pays certain salaries and employer contributions of secretarial personnel and one of the investigators. The district attorney reimburses the police jury for the salary of the clerical person in charge of the Title IV-D Program.

8. CHANGES IN AGENCY FUND LIABILITIES

A summary of changes in agency fund liabilities due to others follows:

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT**
Jennings, Louisiana

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

	Revenue Fund	Drug Assets Revenue Fund	Without Checks Revenue Fund	Total
Balance at January 1, 1997	\$ 7,796	\$ 471,633	\$ -	\$ 479,429
Additions:				
Fees for collection	\$ 49,887	\$ -	\$ -	\$ 49,887
Fees for collection	19,888	-	-	19,888
Restitutions collected	29,936	-	111,809	171,745
Funds raised and auction proceeds	-	262,240	-	262,240
Interest earned	-	17,477	-	17,477
Total Additions	<u>99,711</u>	<u>289,717</u>	<u>111,809</u>	<u>501,237</u>
Deductions:				
Distributed to victims	19,208	-	77,680	96,888
Distributed to defendants	-	4,887	-	4,887
Distributed to sheriff	15,554	540,208	4,822	660,584
Distributed to district attorney	12,907	166,841	26,208	205,956
Distributed to criminal court fund	12,672	166,271	-	178,943
Distributed to municipal police	12,204	1,218	-	13,422
Distributed to indigent defender board	-	-	-	12,672
Distributed to state police	-	149,682	-	149,682
Proceedings and facilities expenses	-	4,884	65	5,049
Total Deductions	<u>72,551</u>	<u>872,101</u>	<u>118,375</u>	<u>1,663,027</u>
Balance at December 31, 1997	<u>\$ 29,760</u>	<u>\$ 131,249</u>	<u>\$ 1,434</u>	<u>\$ 142,443</u>

9. LITIGATION AND CLAIMS

As of December 31, 1997, the district attorney is not involved in any litigation and is not aware of any claims not covered by insurance.

10. FEDERAL FINANCIAL ASSISTANCE PROGRAM

The District attorney participates in the United States Department of Health and Human Services Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance No. 13.783. This program is funded by indirect assistance payments, in the form of both incentive payments and reimbursements of a portion of certain expenditures, received from the Louisiana Department of Social Services. For the year ended December 31, 1996, the District Attorney for the Thirty-First Judicial District expended \$ 43,117 and \$ 16,041 in reimbursement and incentive payments, respectively.

**DISTRICT ATTORNEY OF THE THIRTY-FIRST
JUDICIAL DISTRICT
Monroe, Louisiana**

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

The reimbursement payments are restricted by a formal agreement between the district attorney and Department of Social Services and includes a budget of expected expenditures for each fiscal year ending June 30. This district attorney submits reimbursement requests to the Department of Social Services on a monthly basis.

There are no restrictions on how incentive payments may be expended, except as may be required by state law for any other funds of the district attorney. However, these payments, as well as the reimbursement payments, may be subjected 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.

11. SUBSEQUENT EVENT

On December 18, 1997, the district attorney entered into a joint services agreement with the Jefferson Davis Parish Police Jury in order to provide the district attorney with additional office space. The agreement provides that the Police Jury will relocate the county agent's office and remodel the existing office as an addition to the district attorney's office. In return, the district attorney agrees to pay the sum of \$100,000 to the police jury in order to defray the relocation and remodeling costs.

The \$100,000 is to be paid in two equal installments. The initial installment was paid on December 18, 1997. The remaining \$50,000 is to be paid on the date a construction contract for a new county agent's office is executed. In the event a contract is not executed on or before December 31, 1998, then the agreement will be null and void and the initial payment will be refunded to the district attorney's office.

As of December 31, 1997, the district attorney has an outstanding commitment to pay the Police Jury \$50,000 for office relocation and remodeling costs.

12. EXPENDITURES OVER BUDGET APPROPRIATIONS

The following individual funds had an unfavorable budget variance in excess of five per cent for the year ended December 31, 1997:

<u>Fund</u>	<u>Budget Category</u>	<u>Budgeted Amount</u>	<u>Actual Amount</u>	<u>Unfavorable Variance</u>
General	Expenditures	\$ 331,100	\$ 363,132	\$ 32,032
Worshipers Check	Expenditures	16,300	28,054	11,754
Title IV-D	Expenditures	57,300	68,468	11,168
Drug Paritycare	Expenditures	124,000	129,431	5,431

All of the above unfavorable variances were funded by either current year excess of revenues over budgeted amounts or prior year fund balances.

SUPPLEMENTAL INFORMATION SCHEDULES

SPECIAL REVENUE FUNDS

WORTHLESS CHECK FUND

The Worthless Check Collection Fee Special Revenue Fund consists of fees collected in accordance with Louisiana Revised Statute 18:15, which provides for a specific fee whenever the district attorney's office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the district attorney and may be used to defray the salaries and the expenses of the office of the district attorney, but may not be used to supplement the salary of the district attorney.

TITLE IV-D PROGRAM

The Title IV-D Special Revenue Fund consists of incentive payments and reimbursement grants 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.

DRUG FORFEITURE

The Drug Forfeiture Special Revenue Fund consists of 20% of the fines collected and bonds forfeited under the Seizure and Controlled Dangerous Substances Property Forfeiture Act of 1989 as prescribed under LRS 40:2016. At the discretion of the district attorney these funds are put in this special revenue fund instead of the general fund as allowed by law. As provided by LRS 40:2016, these funds can be used for public purposes including, but not limited to use for prosecution, rewards, support and continuing legal education in furtherance of chapter 20 of Title 40.

PRE-TRIAL INTERVENTION SPECIAL REVENUE FUND

The Pre-Trial Intervention Special Revenue Fund was established by the district attorney to isolate the program revenues and expenditures. The program is a diversion program which is offered to selected non-violent offenders as an alternative to prosecution. Participants receive coordinated assistance in job placement, educational and vocational referrals, personal and group counseling, and referrals to other community agencies appropriate to their needs. The revenues for this fund are derived from charges for services to participants and operating transfers from other funds of the district attorney.

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Bossier, Louisiana

COMBINED BALANCE SHEET-SPECIAL REVENUE FUNDS

As of December 31, 2007

	Worthen Class Fund	Tate FV-3 Program Fund	Deje Policemen Fund	Period Improvement Fund	Total (Miscellaneous Only)
ASSETS AND OTHER DEBITS					
Assets:					
Cash and cash equivalents	\$ 14,746	\$ 96,222	\$ 179,089	\$ 1,541	\$ 291,598
Investments	0	0	0	0	0
Receivables					
Due from other governments	0	9,897	1,844	0	11,741
Due from other funds	0	0	0	0	0
Other	0	0	0	0	0
Property and equipment	0	0	0	0	0
TOTAL ASSETS AND OTHER DEBITS	\$ 14,746	\$ 96,119	\$ 180,933	\$ 1,541	\$ 293,339
LIABILITIES, EQUITY, AND OTHER CREDITS					
Liabilities:					
Accounts payable	0	1,047	688	0	1,735
Payroll deductions and withholdings payable	0	1,537	0	0	1,537
Due to other governments	0	0	0	0	0
Due to other funds	0	0	0	0	0
Due to others	0	0	0	0	0
Total Liabilities	0	2,584	688	0	3,272
Equity and Other Credits:					
Investment in general fund assets	0	0	0	0	0
Fund balances - reserved - undesignated	14,746	93,532	180,245	1,541	290,064
Total Fund Equity and Other Credits	14,746	93,532	180,245	1,541	290,064
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 14,746	\$ 96,119	\$ 180,933	\$ 1,541	\$ 293,339

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Bossier, Louisiana

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND-BALANCE-SPECIAL REVENUE FUND TYPES**
 Year Ended December 31, 1997

	Worthen Clark Fund	Title IV-D Program Fund	Drug Facilities Fund	Partial Intervention Fund	Total
REVENUES					
Distributions on fines and forfeitures and fees for collection of worthless checks	\$ 28,208	\$ 0	\$ 168,040	\$ 0	\$ 196,248
Intergovernmental revenues:					
Federal	0	43,117	26,919	0	70,036
State	0	16,041	0	0	16,041
Local	0	0	0	0	0
Charges for services	0	1,133	0	0	1,133
Use of money and property	568	3,893	3,403	0	11,964
Other revenues	0	38	311	0	349
Total revenues	<u>28,776</u>	<u>64,204</u>	<u>201,713</u>	<u>0</u>	<u>294,693</u>
EXPENDITURES					
Salaries and related benefits	0	65,468	28,734	0	94,202
Advertising, dues and subscriptions	738	59	28,734	0	31,498
Communications	0	1,019	0	0	1,019
Repairs and maintenance	58	0	0	0	58
Professional services	11,207	0	3,000	0	15,488
Insurance	7,080	0	0	0	7,080
Office supplies	108	707	5,489	0	7,094
Taxes and rentals	0	79	188	0	267
Other expenditures	4,888	1,178	19,000	0	25,066
Capital outlay	0	0	450	0	450
Intergovernmental expenditures:					
Distributions to other governments	0	0	3,699	0	3,699
Grants to other governments	0	0	31,827	0	31,827
Total expenditures	<u>24,014</u>	<u>68,498</u>	<u>129,431</u>	<u>0</u>	<u>221,943</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>4,762</u>	<u>(4,294)</u>	<u>72,282</u>	<u>0</u>	<u>73,547</u>
(OTHER FINANCING SOURCES) (USES)					
Operating transfers out:	(21,895)	34,103	(15,993)	0	(3,785)
Total other financing sources (uses)	<u>(21,895)</u>	<u>34,103</u>	<u>(15,993)</u>	<u>0</u>	<u>(3,785)</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	<u>(17,142)</u>	<u>(18,332)</u>	<u>56,289</u>	<u>0</u>	<u>20,765</u>
FUND BALANCE AT BEGINNING OF YEAR					
	<u>31,089</u>	<u>196,177</u>	<u>124,507</u>	<u>2,341</u>	<u>254,114</u>
FUND BALANCE AT END-OF YEAR	<u>\$ 13,947</u>	<u>\$ 177,845</u>	<u>\$ 182,507</u>	<u>\$ 2,341</u>	<u>\$ 274,440</u>

FIDUCIARY FUNDS

ESCROW AGENCY FUND

The Escrow Agency Fund was created to account for collections by the district attorney's office which are to be distributed to other agencies and victims of crimes. This fund is custodial in nature and does not involve measurement of results of operations.

DRUG ASSET SEIZURE AGENCY FUND

The Drug Asset Seizure Agency Fund was established in compliance with Louisiana Revised Statute 48:2816, which provides that the proceeds of any sale and any monies forfeited or obtained by judgment or sentence under the Seizure and Controlled Dangerous Substances Property Forfeiture Act of 1989 shall be deposited into a special trust fund until the court determines equitable distribution of those funds. This agency fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. The law provides that the district attorney shall administer expenditures from this fund in the following priority:

- For satisfaction of any bona fide security interest or lien.
- Thereafter, for payment of all proper expenses of the proceedings for forfeiture and sale, including expenses of seizure, maintenance of custody, advertising, and court costs.
- The remaining funds are to be allocated 80% to the law enforcement agency or agencies making the seizure, 20% to the criminal court fund, and 30% to any district attorney's office that handles the forfeiture action for the state.

WORTHLESS CHECKS ESCROW AGENCY FUND

This fund was established to account for collections of worthless check restitution and fees to be distributed to victims and other government agencies. This fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations.

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Baton Rouge, Louisiana

COMBINED BALANCE SHEET - FIDUCIARY FUNDS
As of December 31, 1997

	Bureau Fund	Temp Assets Seizure Fund	Workless Checks Bureau Fund	Total (Interim/Current Only)
ASSETS AND OTHER DEBITS				
Assets:				
Cash and cash equivalents	\$ 28,688	\$ 151,200	\$ 1,648	\$ 151,536
Investments	0	0	0	0
Receivables:				
Due from other governments	0	0		0
Due from other funds	14	0	0	14
Other	0	0	0	0
Property and equipment	0	0	0	0
TOTAL ASSETS AND OTHER DEBITS	\$ 28,702	\$ 151,200	\$ 1,648	\$ 151,548
LIABILITIES, EQUITY, AND OTHER CREDITS				
Liabilities:				
Accounts payable	\$ 0	\$ 0	\$ 0	\$ 0
Payroll deductions and withholdings payable	0	0	0	0
Due to other governments	0	0	0	0
Due to other funds	0	0	0	0
Due to others	28,702	151,200	1,648	151,548
Total Liabilities	28,702	151,200	1,648	151,548
Equity and Other Credits:				
Investment in general fund assets	0	0	0	0
Fund/Incomes - unreserved - undesignated	0	0	0	0
Total Fund Equity and Other Credits	0	0	0	0
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 28,702	\$ 151,200	\$ 1,648	\$ 151,548

**OTHER REPORTS REQUIRED BY
GOVERNMENTAL AUDITING STANDARDS**

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

Honorable Michael C. Cassidy
District Attorney
Thirty-First Judicial District
Bossier, Louisiana

I have audited the general purpose financial statements of the District Attorney of the Thirty-First Judicial District, a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended December 31, 1997, and have issued my report thereon dated June 23, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether District Attorney of the Thirty-First Judicial District's general purpose financial statements are free of material misstatement, I 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 those provisions was not an objective of my audit and, 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.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the District Attorney of the Thirty-First Judicial District's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect the District Attorney of the Thirty-First Judicial District's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. Reportable conditions are described as follows:

Current Year Findings

Finding 97-1 :

Condition: The Worthless Check Agency Fund, which was established to account for collections of worthless check realisation and fees to be distributed to victims and other government agencies, lacks adequate accounting controls and procedures.

Cause of Condition: The subsidiary ledger of amounts due to others is not being reconciled to the bank statement balance on a monthly or other periodic basis.

Effect of Condition: This condition, if not corrected, could result in errors occurring in future distributions or possible inadvertent misappropriation of funds. Also, not reconciling this account causes the build-up of uncashed outstanding checks to go unmonitored. Over time this may cause noncompliance with the state check cash laws, since these uncashed checks are require under law to be submitted to the state after the passage of a certain amount of time.

Recommendation: I recommend that this account be reconciled on at least a monthly basis during the year. Detailed subsidiary ledger amounts should be printed each month and reconciled to the balance remaining in the bank accounts. This could be accomplished easily, using the existing computer system, by simply allowing distributions to be done once a month immediately following the last deposit of each month. This would allow the collection reports to be reconciled to the distribution reports.

Final Year Findings

Finding 96-1 :

Condition: The Drug Seizure Agency Fund subsidiary ledger of amounts due to defendants and others is not being reconciled to the balance in the bank statement.

Effect of Condition: This condition, if not corrected, could result in errors occurring in future distributions or possible inadvertent misappropriation of funds. Also, not reconciling this account causes the build-up of unresolved case deposits to go unmonitored. Over time this may cause noncompliance with the state check cash laws, since these unresolved case deposits if not pursued within the proper legal time frames should be returned to the defendant or submitted to the State Revenue Division.

* * *

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable

conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above I consider items 97-1 and 96-1 to be a material weakness.

This report is intended for the information of the District Attorney, management, and the Louisiana Legislative Audit Advisory Council. However, this report is a matter of public record and its distribution is not limited.



Certified Public Accountant

Fernando, Louisiana
June 22, 1998

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Jennings, Louisiana

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Year Ended December 31, 1997

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/ Partial Corrective Action Taken	Additional Explanation
98-1	1996	The Drug Seizure Agency Fund subsidiary ledger of amounts due to defendants and others is not being reconciled to the balance in the bank statement.	Partially	Administrative personnel are in the process of developing monthly procedures needed in order to eliminate finding.	-N/A-

DISTRICT ATTORNEY OF THE THIRTY-FIRST JUDICIAL DISTRICT
Fernando, Louisiana

CORRECTIVE ACTION PLAN FOR CURRENT AUDIT FINDINGS
For the Year Ended December 31, 1997

Ref. No.	Description of Finding	Corrective Action Planned	Name(s) of Contact Person(s)	Anticipated Completion Date
97-1	Workless Check Agency Fund subsidiary ledger of amounts due to others is not being reconciled to bank statement balance on a monthly basis.	Will begin reconciling to bank statement on a monthly basis.	Cindy Connor	September 30, 1998