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DISTRICT ATTORNEY OF THE  
TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA

Annual Financial Report

December 31, 1997

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, orally and other appropriate public officials. This 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 2/12/98

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# UZER, BUTLER, ARCEMEUX & BOWEN

CERTIFIED PUBLIC ACCOUNTANTS  
INCORPORATED  
BAYOU LAKECHASSE, LOUISIANA  
FIVE FLOORS  
FIVE ONESEVEN

DOUGLAS E. UZER, CPA  
1928 - 1988  
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MEMBER  
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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

Paul D. Cornick, Jr.  
District Attorney of the  
Twenty-Fourth Judicial District  
State of Louisiana

We have audited the accompanying general purpose financial statements of the District Attorney of the Twenty-Fourth Judicial District as of December 31, 1987, 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 District Attorney of the Twenty-Fourth Judicial District. 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 the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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. 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 Twenty-Fourth Judicial District, at December 31, 1987, and the results of operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated June 30, 1988 on our consideration of the District Attorney of the Twenty-Fourth Judicial District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The schedule listed as supplemental information in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the District Attorney of the Twenty-Fourth Judicial District. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Uyer, Butler, Accountants & Bond*

Harvey, Louisiana  
June 30, 1988

**DISTRICT ATTORNEY OF THE THIRTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
December 31, 1997**

	Governmental fund <u>Type</u>	Fiduciary fund <u>Type</u>	<u>Account</u>		Total (Inclusion only)
	General Fund	Agency Fund	Special Fund Assets	Assets	
<b>ASSETS AND OTHER DEBITS</b>					
Cash and cash equivalents	21,279,328	2,482,439	0	-0-	23,761,767
Investments	3,077,488	333,833	0	-0-	3,411,321
Receivables:					
Due from agency fund	498,554	-0-	0	-0-	498,554
Commissions on fines and bond forfeitures	72,750	-0-	0	-0-	72,750
State TR-D incentives	32,453	-0-	0	-0-	32,453
Grant monies	48,857	-0-	0	-0-	48,857
Reverend interest	32,007	-0-	0	-0-	32,007
Property and equipment	_____0-	_____0-	_____0-	_____0-	_____0-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$2,842,616</b>	<b>\$,272,639</b>	<b>\$, 838,628</b>	<b>\$, 838,628</b>	<b>\$6,436,321</b>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>					
Liabilities:					
Accounts payable	\$ 67,848	\$ -0-	\$ -0-	\$ -0-	\$ 67,848
Due to other governments	12,508	-0-	0	-0-	12,508
Due to general fund	-0-	498,554	0	-0-	498,554
Deposits held for future disposition	_____0-	_____78,384	_____0-	_____0-	_____78,384
<b>TOTAL LIABILITIES</b>	<b>_____80,356</b>	<b>_____78,384</b>	<b>_____0-</b>	<b>_____0-</b>	<b>_____158,740</b>
Equity and other credits:					
Investment in general fund balance	-0-	-0-	878,628	878,628	878,628
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>_____0-</b>	<b>_____0-</b>	<b>_____878,628</b>	<b>_____878,628</b>	<b>_____878,628</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$2,842,620</b>	<b>\$,272,639</b>	<b>\$, 838,628</b>	<b>\$, 838,628</b>	<b>\$6,436,321</b>

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET (GAAP) AND ACTUAL - GOVERNMENTAL FUND TYPE**  
**For the Year Ended December 31, 1997**

	General Fund		Variance -
	Actual	Budget	Favorable / Unfavorable
<b>REVENUES</b>			
Intergovernmental revenues:			
On behalf payments for salaries and fringe benefits made by Jefferson Parish and State of Louisiana	\$1,590,000		
Louisiana Department of Social Services - Title IV-D Unsubsidized grant	200,000		
Charges for services:			
Court costs	600,000		
Fines and forfeitures	640,000		
Bond fees	100,000		
Notaries check fees	210,000		
Commissions on asset forfeitures	70,000		
Diversion fees	10,000		
Interest earnings	200,000		
Miscellaneous income	10,000		
<b>TOTAL REVENUES</b>	<b>\$2,710,000</b>	<b>\$1,700,000</b>	<b>\$1,010,000</b>
<b>EXPENDITURES</b>			
Current:			
Personnel and related benefits	4,000,000		
Operating services	700,000		
Travel and training	20,000		
Professional fees	20,000		
Repairs and maintenance	0,000		
Capital outlays	400,000		
Intergovernmental expenditures	2,000,000		
<b>TOTAL EXPENDITURES</b>	<b>7,120,000</b>	<b>2,100,000</b>	<b>5,020,000</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(4,410,000)</b>	<b>1,600,000</b>	<b>(6,010,000)</b>
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<b>2,420,000</b>	<b>2,280,000</b>	<b>2,120,000</b>
<b>FUND BALANCE - END OF YEAR</b>	<b>(2,000,000)</b>	<b>(4,500,000)</b>	<b>(2,500,000)</b>

See accompanying NOTES TO Financial statements.

**DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1987**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies of the Office of the District Attorney of the Twenty-Fourth Judicial District are as follows.

**Reporting Entity**

As provided by Article V, Section 34 of the Louisiana Constitution of 1974, the District Attorney of the Twenty-Fourth Judicial District 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, is the representative of the State before the grand jury in his district, and is the legal advisor to the grand jury. The District Attorney 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 Twenty-Fourth Judicial District encompasses the entire Parish of Jefferson.

GASB Statement 34 established criteria for determining the governmental reporting entity and components that should be included within the reporting entity. For financial reporting purposes, in conformity with GASB statement 14, the financial statements of the District Attorney include all funds and account groups that are within his oversight responsibility.

For financial reporting purposes, in conformance with GASB Statement 14, the District Attorney is a part of the district court system of the State of Louisiana. However, the state statute that created the District Attorney also gives the District Attorney control over all of its operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. The District Attorney is financially independent and operates autonomously from the State of Louisiana and independently from the district court system. Accordingly, the District Attorney is an independent reporting entity.

**Means of Presentation**

The accompanying financial statements of the District Attorney of the Twenty-Fourth Judicial District (the District Attorney) 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.

DISTRICT ATTORNEY OF THE TWENTY-FOUR JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Fund Accounting

The accounts of the District Attorney are organized on the basis of funds and account groups, each of which is a separate entity with its own self-balancing accounts that comprise its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

Account groups are financial reporting devices designed to provide accounting control and accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable financial resources.

The District Attorney's funds have been classified into two categories, governmental and fiduciary, as follows:

Governmental Fund Type

General Fund

The General Fund of the District Attorney is used to account for all financial resources, except those required to be accounted for in other funds. All general revenues and other receipts and operating and capital expenditures are paid from the General Fund.

Fiduciary Fund Type

Agency Fund (Asset Forfeiture)

The District Attorney's Asset Forfeiture Agency Fund is used to account for assets seized in narcotics cases in which the District Attorney has received the seized assets, pending the final disposition of the case. The assets may ultimately be returned to the defendant from whom they were seized, transferred to another agency, or divided among the District Attorney, the Parish of Jefferson as custodian of judicial funds, and the seizing agency. In the latter instance, the District Attorney is responsible for allocating the assets to the respective agencies net of the expenses incurred in handling the assets.

Account Group

General Fixed Assets Account Group

This group accounts for all fixed assets (property and equipment) used in governmental fund type operations (general fixed assets) of the District Attorney.



DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1997

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**Basis of Accounting**

The accounting and 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 expenditures of these funds present increases and decreases in net current assets.

The modified accrual basis of accounting is used by all governmental fund types and agency funds. 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. Expenditures are recorded when the related fund liability is incurred, if measurable.

Other financing sources (such as transfers between funds) that are not expected to be repaid. These other financing sources (such as) are recognized at the time the underlying events occur.

Commissions on fines and forfeitures are recorded when they become susceptible to accrual. Grants are recorded when the District Attorney is entitled to receive the funds. Interest income is recorded in the period in which earned. Other revenues are recognized when they become measurable and available to finance expenditures of the current period.

**Budgets**

The District Attorney adopts a formal budget for the General Fund on the modified accrual basis of accounting which is consistent with generally accepted accounting principles. Formal budget integration within the accounting system is not employed as part of the accounting system. The District Attorney prepares and reviews a comparison of budget to actual figures for revenues and expenditures on a quarterly basis. The District Attorney adopted its original 1997 budget before January 1, 1997 and there were no amendments during the year. Appropriations for the General Fund lapse at year end. The District Attorney does not utilize encumbrance accounting. There was no line item detail in the budget adopted for 1997 and therefore none is presented in the financial statement.

**DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1997**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**Cash and equivalents**

Cash and cash equivalents includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Under state law, the District Attorney may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits in state banks, organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the District Attorney may invest in United States Treasury obligations, the principal and interest of which are fully guaranteed by the government of the United States. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost.

**General Fixed Assets**

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are reported in the general fixed assets account group. No depreciation has been provided on general fixed assets. All purchased fixed assets are stated at historical cost or estimated historical if historical cost is not available. Donated fixed assets are stated at their estimated fair value on the date received.

**Fund Equity**

Reserves represent those portions of fund equity not appropriate for expenditures as are legally segregated for a specific future use. Designated fund balances represent tentative plans for future use of financial resources.

**Use of estimates**

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

**Total Columns on Statements**

Total columns on the general purpose financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. No consolidating entries or other eliminations were made in the aggregation of the totals; thus, they do not present consolidated information and do not purport to present financial position or results of operations in conformity with generally accepted accounting principles.

DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1997

NOTE 2 - CASH AND INVESTMENTS

At December 31, 1997, cash deposits were fully insured by Federal depositary insurance. See Note 1 for allowable types of deposits and investments under State laws.

The District Attorney's investments at year end are categorized to give an indication of the level of risk assumed by the District Attorney. Category 1 includes the investments that are either insured or registered, or for which the securities are held by the District Attorney, or its agent in the District Attorney's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealers trust department or agent in the District Attorney's name. Category 3 includes uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the District Attorney's name. All of the following investments were classified as Category 2 as December 31, 1997.

INVESTMENT TYPE	Carrying Amount	Market Value
U.S. Treasury Notes	\$1,224,257	\$1,048,822

Additionally, the District Attorney has \$2,206,151 invested in the Louisiana Asset Management Fund, Inc. (LAMF), a local government investment pool. In accordance with GASB codification Section 158.145, the investment in LAMF as December 31, 1997, is not categorized in the three risk categories provided by GASB codification 158.144 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The primary objective of LAMF is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMF portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMF investments are restricted to securities issued, guaranteed, or backed by the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. LAMF is designed to be highly liquid to give its participants immediate access to their account balances.

DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1997

NOTE 3 - GENERAL FIXED ASSETS

The following is a summary of changes in the general fixed asset account group during the year:

	Balance January 1, 1997	Additions	Deductions	Balance December 31, 1997
Automobiles	\$154,543	\$ -0-	\$ 7,488	\$147,055
Furniture and equipment	343,313	189,081	-0-	532,394
Computer software	-0-	288,642	-0-	288,642
Building improvements	52,254	-0-	31,553	20,701
Total	<u>\$550,110</u>	<u>\$477,723</u>	<u>\$ 39,041</u>	<u>\$988,792</u>

NOTE 4 - EXPENSES PAID BY OTHERS

The accompanying financial statements include certain revenues and expenditures of the District Attorney's office paid out of the funds of the District Court, or directly by the State of Louisiana or the Parish of Jefferson. The Title 28-B Fund (reimbursement portion), which is maintained and accounted for by Jefferson Parish, is the reporting responsibility of the parish. A summary of funds paid on behalf of the District Attorney's office follows:

	Salaries and Employee Benefits	Other	Total
Parish of Jefferson	\$3,384,789	\$882,487	\$4,267,276
State of Louisiana	1,545,500	-0-	1,545,500
Total	<u>\$4,930,289</u>	<u>\$882,487</u>	<u>\$5,812,776</u>

In addition to the above expenses the offices used by the District Attorney of the Twenty-Fourth Judicial District are provided by the Parish of Jefferson at no cost.

The District Attorney and assistance district attorneys are members of the Louisiana District Attorney's Retirement System. The Louisiana District Attorney's Retirement System is a multiple employer state-wide retirement system which is administered and controlled by a board of trustees. The District Attorney's office does not contribute to the plan or guarantee any of the benefits granted by the plan.

DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1997

**NOTE 4 - EXPENSES PAID BY OTHERS - continued**

All other employees of the District Attorney's office are members of the Parochial Employees' Retirement System of Louisiana and/or Employee's Retirement Systems of Jefferson, Louisiana. All costs relating to salaries and pension contributions are paid by Jefferson Parish and the State of Louisiana; such costs are included in the accompanying general purpose financial statements and in the financial statements of the Parish and the State.

**NOTE 5 - FEDERAL FINANCIAL ASSISTANCE PROGRAM**

The District Attorney participates in the United States Department of Health and Human Services Child Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance Number 15.780. The Federal expense reimbursement portion of this program is included in the general purpose financial statements of Jefferson Parish.

The District Attorney receives and accounts for incentive payments from the Louisiana Department of Social Services which are calculated as a percentage of each type of child support collected. Incentive payments earned during the year ended December 31, 1997 totaled \$282,882. These funds are recorded in the general fund of the District Attorney's office, as there are no restriction on the expenditure of incentive fund except as required by State law for any other fund of the District Attorney.

**NOTE 6 - ECONOMIC DEPENDENCY**

The District Attorney's office receives a majority of its funding through the Jefferson Parish Council, the State of Louisiana, and the Federal, State, or Local level. The amount of funds the District Attorney's office receives could be reduced substantially, resulting in an adverse impact on its operations.

**NOTE 7 - LITIGATION**

The District Attorney's office is a named defendant in several lawsuits, which it is vigorously defending. Such matters arise in the normal course of operations. While the results of litigation cannot be predicted with certainty, management believes, based on the advice of legal counsel, that the final outcome of such litigation would not have a material adverse effect on the District Attorney's financial statements.

**SUPPLEMENTAL INFORMATION**

**DISTRICT ATTORNEY OF THE THIRTY-FOURTH JUDICIAL DISTRICT  
STATE OF LOUISIANA**

**AGENCY FUNDS**

Agency funds are used to account for assets held by the District Attorney as an agent for individuals, private organizations, other governmental units, and/or other funds.

**SEIZURE PROCEEDINGS**

This fund is used to account for assets seized in narcotic cases in which the District Attorney has received the seized assets pending the final disposition of the case. The assets may ultimately be returned to the defendant from whom they were seized, transferred to another agency, be divided among the District Attorney, the Parish of Jefferson, as custodian of judicial funds, and the seizing agency. In the latter instance the District Attorney is responsible for allocating the assets to the respective agencies and of the expenses incurred in handling the assets.

DISTRICT ATTORNEY OF THE TWENTY-FOURTH JUDICIAL DISTRICT  
 STATE OF LOUISIANA  
 ASSET FORFEITURE AGENCY FUND  
 SCHEDULE OF CHANGES IN DEPOSITS HELD FOR FUTURE DISPOSITION  
 For the Year Ended December 31, 1997

DEPOSITS HELD FOR FUTURE DISPOSITION AT JANUARY 1, 1997	\$140,000
<b>ADDITIONS</b>	
Deposits:	
Forfeitures	500,117
<b>DEDUCTIONS</b>	
Deposits entitled to:	
Lisianska	13,000
District Attorney's Office	74,701
Other agencies	288,342
TOTAL DEDUCTIONS	375,043
DEPOSITS HELD FOR FUTURE DISPOSITION AT DECEMBER 31, 1997	<u>\$ 265,064</u>



COMPLIANCE AND  
INTERNAL CONTROL SECTION

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(1926 - 1944)  
LAMAR L. BUTLER, CPA  
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FRANK J. HOWES, CPA

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

Paul D. Conick, Jr.  
District Attorney of the  
Twenty-Fourth Judicial District  
State of Louisiana

We have audited the general purpose financial statements of the District Attorney of the Twenty-Fourth Judicial District as of and for the year ended December 31, 1997, and have issued our report thereon dated June 30, 1998. We conducted our 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 the District Attorney of the Twenty-Fourth Judicial District's general purpose financial statements are free of material misstatement, we performed tests of 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 our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed the following instances of noncompliance that is required to be reported under Government Auditing Standards.

*Finding:* The budget adopted for 1997 projected less than \$265,000 in expenditures and was therefore not advertised or adopted at a public meeting. Furthermore there was no line item detail in the budget which was adopted. Actual expenditures exceeded budgeted amounts by more than 5%. No Amendment to the 1997 budget was adopted during 1997. State law requires that the budget be amended when estimated expenditures

will exceed budgeted expenditures by more than 14. The audit report on compliance for the year ended December 31, 1996 listed the following as an instance of noncompliance: "budget amendments were not provided for public inspection by the District Attorney. Additionally, management could not provide a final approved budget by the District Attorney for 1996."

**Recommendation:** Budgets should be advertised and adopted timely, in accordance with state statutes.

**Management's Response:** The District Attorney of the Twenty-Fourth Judicial District will institute additional tracking procedures to insure compliance with budget laws. The new procedure will include a general ledger system that will provide regular budget to actual comparisons.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District Attorney of the Twenty-Fourth Judicial District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the District Attorney of the Twenty-Fourth Judicial District's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statement. The reportable condition is described in the following paragraph.

**Finding:** The District Attorney of the Twenty-Fourth Judicial District's accounting system does not include the maintenance of a general ledger.

**Recommendation:** A general ledger should be maintained in order to produce regular, reliable financial information in order to monitor results of operation and compliance with laws and regulations.

**Yves, Butler, Acemian & Brown**

Management's Response: The District Attorney of the Twenty-Fourth Judicial District will install and maintain a general ledger as recommended.

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. Our 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, we believe the reportable condition described in the preceding paragraph is a material weakness.

The audit report for the year ended December 31, 1996 on internal control structure made reference to the following matter which was considered not to be a material weakness: "During our testing of cash disbursements, for several transactions invoice approval for payment was not evident on the supporting vendor invoice. We were able to assure ourselves through alternate procedures, including a review of the canceled check, that the invoice was for a legal and legitimate expense of the office." The results of our testing of the 1997 transactions indicated that this matter had been corrected.

This report is intended for the information of the District Attorney for the Twenty-Fourth Judicial District and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

*Yves, Butler, Acemian & Brown*

Harvey, Louisiana  
June 28, 1998